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Keio University

Faculty of Policy Management
Faculty of Environment and Information Studies

Summer/Fall AO 2026 (Self-recommended) Screenings
April 2027 and September 2027 Entry

Application Guidebook

Application System
https://admission.sfc.keio.ac.jp/

Please read this guidebook carefully to avoid mistakes in your application.

This guidebook is prepared specifically for the Summer/Fall AO 2026 screenings. The Japanese version of this guidebook is available at: https://www.keio.ac.jp/ja/admissions/faculty/examinations/ao-sfc-pem/#募集要項

The application guidebooks for the Spring AO and Summer/Fall AO screenings are available at:
https://www.keio.ac.jp/en/admissions/faculty/examinations/ao-sfc-pem/#application_guidebook
The application guidebook for Winter AO (Admissions for the GIGA Program) is available at:
https://www.keio.ac.jp/en/admissions/faculty/examinations/ao-giga-sfc-pem/

Application Guidebook for Summer/Fall AO 2026 Screenings

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Before You Apply

This Application Guidebook contains an overview of the applicant screening process, as well as details of all steps (presented in order), from preparing application documents to completing the enrollment registration. First, carefully read through the Guidebook. Next, go over the details once again to confirm your understanding and to avoid making errors on your application.
Before making an application, please also confirm details of the Online Application System to avoid making errors on your application.
Inquiries regarding application should be made, in principle, by the applicant.

Three Policies: Diploma Policy, Curriculum Policy & Admissions Policy

Our policies for the undergraduate faculties can be found at:
https://www.keio.ac.jp/en/sfc-pem/about/policy/

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."
The names, addresses, and other personal information provided in student applications, admissions procedures, or after enrollment will be managed and used by the respective departments at Keio University within the scope described in the "Keio University Privacy Policy for Students and Related Parties."

Note however, that a student's academic transcript will be provided to their guarantor. Keio University provides the guarantor with the student's academic transcript, solely to ensure that the guarantor has an understanding of the student's academic progress, with due respect to the autonomy of each student.

By proceeding with all of these procedures, you are agreeing to the terms, conditions, and policies listed above. Please read over the terms and conditions carefully beforehand.

・Keio University Basic Policy Concerning Protection of Personal Information and Rules to Protect Personal Information
https://www.keio.ac.jp/en/privacy-policy/

・Keio University Privacy Policy for Students and Related Parties(Japanese)
https://www.keio.ac.jp/ja/assets/download/privacy-policy/index/students-pip.pdf

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 under the information for undergraduate admissions on the Keio University Admissions Center website:
https://www.keio.ac.jp/ja/admissions/exemption (Japanese language only)

Email: ao-request@sfc.keio.ac.jp

Using Generative Artificial Intelligence (AI)

Generative AI can accelerate the process of identifying and solving problems. By integrating AI tools with your personal background and experience, you can better formulate and refine your ideas. However, relying too heavily on generative AI is inappropriate because it may become a crutch.

As such, students are permitted to use generative AI as an auxiliary study tool when preparing for the AO (Self-Recommended Admissions) screening. However, we will not consider AI-generated application materials (i.e., your statement of purpose, study plan, ways you hope to contribute to SFC, and optional materials) as evidence of a student's original work.
Please refer to the Admissions Policy for the Faculty of Policy Management and the Faculty of Environment and Information Studies to make a fully informed decision about using AI-generated content.

Admissions Policy
https://www.keio.ac.jp/en/sfc-pem/about/policy/

Admission Options

AO screenings to be conducted in the 2026 academic year by the Keio University Faculty of Policy Management and Faculty of Environment and Information Studies are: Spring AO 2026, Summer/Fall AO 2026, and Winter AO 2026 (Admissions for the GIGA Program).

This is the application guidebook specifically prepared for Summer/Fall AO 2026 screenings.

Application guidebook for Winter AO (Admissions for the GIGA Program) is available at:
https://www.keio.ac.jp/en/admissions/faculty/examinations/ao-giga-sfc-pem/

In addition to these AO screenings, we offer the following admissions options: general entrance examinations.
Admission options other than AO screenings are conducted in Japanese.
For details, please refer to the Keio University Undergraduate Admissions website:
https://www.keio.ac.jp/ja/admissions/faculty/examinations/general-admissions/ (Japanese language only)

Keio University Shonan Fujisawa Campus (SFC)

I. To All Applying to Our AO Screenings

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 involve 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 takes a holistic approach, evaluating the unique abilities and strengths of each applicant

Our admission 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. We ask that you share the activities and achievements—academic and beyond—that you've been involved in since graduating from junior high school, both through your application documents and during the interview. Although the admissions quota 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

II. Overview of the Screenings

Applicants may not apply to both the Faculty of Policy Management and the Faculty of Environment and Information Studies during the same application period.
Be sure to indicate in your application which faculty you are applying to, which enrollment period you have selected, and your preferred language for the interview (English, Japanese, or either). These details cannot be altered after the online application has been submitted.
Enrollment in September (Fall Semester) is strongly recommended if your Japanese proficiency is not yet at a level to take classes conducted in Japanese.

A. Admission Quota*

Faculty of Policy Management: 150
Faculty of Environment and Information Studies: 150

*The admission quota is the total for all AO screenings for the April and September intakes of the 2026 academic year.

B. Screening Process

First-round Screening

First-round screening will be based on application documents and other submitted materials.

Second-round Screening

Applicants who pass the document screening will be interviewed in the second-round screening. Details of the interview venue, date, and time will be provided when the first-round screening results are announced. Interviewees must bring their examination slip and writing utensils to the venue. Final admission decisions will be based on both the first and second rounds of screenings.
Interviews will be approximately 30 minutes long for each applicant and conducted in either English or Japanese. Be sure to select your preferred language for the interview (English, Japanese, or either) when submitting your application.

C. Application Period and Enrollment Period

Application Period	Enrollment Period*
Summer/Fall AO 2026	April 2027 or September 2027

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

Important: Language used for enrollment registration
For April enrollees, Japanese is the language for enrollment registration. English is not available as a language option.
September enrollees can select either English or Japanese as the language for enrollment registration. Depending on the language selected, the method of tuition payment differs. The language you select cannot be changed after your online application has been completed.

The language of instruction for class-designated courses will be determined according to the language you select for enrollment registration. If you choose Japanese as the language for enrollment registration, you will be assigned to the Japanese classes, and if you choose English, you will be assigned to the English classes. Please note that you cannot change the language of your choice after submitting your online application.

D. Admissions Timeline

Japan Standard Time (JST) is used for all times and dates.
Details of each process are provided in later sections.

Verify your eligibility, confirm requirements, and prepare to apply

Obtain certificates related to grades and graduation

*Required documents vary by your eligibility. Be sure to follow the instructions on p.22-25 of this guidebook. Applications that do not meet the requirements will not be accepted.

For graduates of Japanese high schools

Submit application online

From 10:00 a.m., Monday, August 3, 2026
to 3:00 p.m., Tuesday, September 1, 2026
Due to maintenance, you cannot access the Application System from 4:30 p.m., Friday, August 7, 2026 to 10:00 a.m., Tuesday, August 18, 2026

Pay Application fee

From Monday, August 3, 2026, to 10:59 p.m., Wednesday, September 2, 2026

Submit documents by mail

Tuesday, September 1, 2026 – Wednesday, September 2, 2026*

*Applications must be postmarked by the deadline if sent from within Japan, and must arrive by the deadline if sent from abroad.

Follow the instructions in this guidebook for mailing required documents

Check your application status

11:00 a.m., Tuesday, September 15, 2026 – 10:59 a.m., Thursday, October 29, 2026

Announcement of first-round results & Issuance of examination slips

11:00 a.m., Thursday, October 8, 2026 – 4:59 p.m., Sunday, October 25, 2026

Second-round screening: Interview**

Faculty of Policy Management: Saturday, October 17, 2026; Sunday, October 18, 2026
Faculty of Environment and Information Studies: Saturday, October 24, 2026; Sunday, October 25, 2026

Announcement of final results via the application system

Available from 11:00 a.m., Monday, November 2, 2026

Check the Application System for enrollment registration

[April 2027 Enrollment] 11:00a.m., Tuesday, December 1, 2026 – Thursday, January 7, 2027*
[September 2027 Enrollment] From late July, 2027* *Dates are tentative and subject to change.

Enrollment registration

[April 2027 Enrollment] 11:00a.m., Tuesday, December 1, 2026 – Thursday, January 7, 2027*
[September 2027 Enrollment] From late July, 2027* *Dates are tentative and subject to change.

** The interview will be held at the Shonan Fujisawa Campus. The venue and time will be announced via the Application System when the first-round results are announced.

III. Application Process

A. Eligibility Requirements

Before proceeding with your application, ensure that you meet the eligibility requirements below. Required documents vary depending on your eligibility status. Therefore, it is important that you understand under which eligibility category you are applying and what documents are required to prove your eligibility. Please contact the Admissions Office for questions about eligibility requirements.

Eligibility requirements for all applicants

Applicants must meet all requirements outlined in 1 through 4 below:

1. Meet at least one of the conditions, 1a, 1b, or 1c below.
   - 1a. Graduated (or expect to graduate)* from a high school, including the high school division of a special needs school in Japan
   - 1b. Completed (or expect to complete)* the third year at a national institute of technology in Japan
   - 1c. Obtained (or expect to obtain)* qualifications equivalent to the completion of 12 years of formal education, as specified in Article 150 of the Enforcement Regulations of the School Education Law in Japan, specifically by meeting one of the requirements listed below (c-1 through c-6):
     - c-1. Completed (or expect to complete)* 12 years of formal education in countries other than Japan, or deemed by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) to have achieved the equivalent
     - c-2. Completed (or expect to complete)* formal education at an institution outside of Japan accredited by MEXT as equivalent to high school education
     - c-3. Completed (or expect to complete)* formal education on or after the date designated by MEXT at the upper secondary course of a special training school (専修学校) that meet MEXT's requirements, such as a minimum of three years for completion
     - c-4. Meet either a or b below as specified in the Ministry of Education Notice,1948:
       - a. Completed (or expect to complete)* 12 years of formal education at an international school in Japan accredited by an international accrediting organization (WASC, CIS, ACSI, NEASC, Cognia, or COBIS)
       - b. Obtained an International Baccalaureate Diploma, Abitur, French Baccalaureate Diploma, International A-level or GCE A-level result.

       *If you are a student at an international or American school in Japan not accredited by an international accrediting organization, please contact the Admissions Office at least one month before the start of the application.
     - c-5. Passed (or expect to pass)* the Upper Secondary School Equivalency Examination (高等学校卒業程度認定試験), and will reach 18 years of age by the expected enrollment date. This eligibility includes those who have passed the University Entrance Qualification Examination (大学入学資格検定).
       - Those who took the first administration of Upper Secondary School Equivalency Examination in 2026 (令和 8 年度第 1 回高等学校卒業認定試験) will be deemed eligible, provided they pass the examination. A grace period will be granted for the submission of the certificate of results and scores (合格成績証明書) or the provisional certificate of results and scores (合格見込成績証明書) if the applicant is expected to pass, until the official certificate is obtained. Please note that the grace period applies only to the submission of the certificate. The online application, payment of the application fee, and submission of documents by mail must be completed within the application period. Please notify the Admissions Office as soon as you receive your exam results, which are scheduled by the MEXT to be sent out on Tuesday, September 1, 2026.

     *Those applying under this eligibility category must take and pass the examination before applying to Summer/Fall AO 2026 screenings. You cannot apply if you are planning to take the second administration of Upper Secondary School Equivalency Examination in 2026 (令和 8 年度第 2 回高等学校卒業認定試験).
     - c-6. Regarded by Keio University through an individual screening as having qualifications equivalent to 1a above, and will reach 18 years of age by the expected enrollment date.
       - Individual eligibility screenings are reserved for those who have graduated from a school with an upper secondary school division for non-Japanese students. To apply for an individual screening, contact the Admissions Office at least one month prior to the application deadline.

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

2. Possess specific reasons for applying to either the Faculty of Policy Management or the Faculty of Environment and Information Studies, and clear plans after enrollment, with the chosen faculty being the applicant's first choice; applicants must apply on the condition that they will enroll upon admission.
3. Possess the ambition and ability to leverage the learning and research environment at the faculties to pursue goals and aspirations at a higher level.
4. Possess English or Japanese proficiency at a level sufficient to undertake university education.

Important

- Applicants may not apply to both the Faculty of Policy Management and the Faculty of Environment and Information Studies during the same application period.
- Be sure to indicate in your application which faculty you are applying to, which enrollment period you have selected, and your preferred language for the interview (English, Japanese, or either). These details cannot be altered after the online application has been submitted.
- Enrollment in September (Fall Semester) is strongly recommended if your Japanese proficiency is not yet at a level to take classes conducted in Japanese.

Applicants with physical disabilities requiring accommodations for the AO screening or after enrollment are eligible to apply to the Faculty of Policy Management and the Faculty of Environment and Information Studies, provided they are capable of independent study. To request such accommodations, complete the Accommodation Request for AO Screenings form
(available at: https://www.keio.ac.jp/en/sfc-pem/admission/pmei/ao-format/)
and submit it by mail to the Admissions Office at least one month before the last day of the application period.

Applying for the exemption from the first-round screening

Exemption from the first-round screening will be granted to applicants who, in addition to fulfilling the eligibility requirements, can provide written documentation of having achieved designated results in one of the competitions in the following list. Applicants wishing to apply for the exemption must submit official documentation in a sealed envelope as proof of having achieved the designated result along with other application documents.

Please note that you may apply for this exemption only once regardless of which faculty you apply to. Also, even if you have acquired more than one competition result, you may apply for the exemption only once. You are not eligible for the exemption if you have previously applied to one of the faculties through AO screenings and granted the exemption, or through Method C. See the following common inquiries for your reference:

Q1. I have applied to the Faculty of Policy Management through Spring AO 2026 screening and was exempted from the first-round screening. I now plan to apply to the Faculty of Environment and Information Studies through the Summer/Fall AO 2026 or subsequent AO screenings. Can I apply for the exemption?
A1. No. Even though you are applying to the other faculty this time, you are not eligible for the exemption, as it was granted once already.

Q2. I won an award at the Bio-Summit for High School Students in Tsuruoka, applied through Spring AO 2026 screening, and was granted the exemption. Now that I've won another award, can I apply for the exemption when applying for the Summer/Fall AO 2026 or subsequent AO screenings?
A2. No. You can apply for the exemption only once.

Competitions and results eligible for the exemption

Below is the list of competitions and results eligible for the exemption. The list is reviewed annually and is subject to change. If you have any questions regarding the list (e.g., changes to competition names), please contact the Admissions Office before submitting your application. The list is available in Japanese only, as all are organized and conducted in Japan.

対象コンテスト（＊慶應義塾関連）	所定の成績
小泉信三賞全国高校生小論文コンテスト＊	小泉信三賞受賞者（次席・佳作は除く）
三田文学新人賞＊	最終候補者
日本数学オリンピック	予選Ａランク者
高校生・高専生科学技術チャレンジ（JSEC）	最終審査進出者
化学グランプリ	1 次選考通過者
日本生物学オリンピック	予選（旧：1 次選考）通過者
全国物理コンテスト　物理チャレンジ	第 2 チャレンジでの金・銀・銅，他各賞（奨励賞は除く）受賞者
日本情報オリンピック（JOI）	本選Ａランク者
日本地学オリンピック	金賞受賞者
科学地理オリンピック日本選手権	金メダル受賞者
日本学生科学賞　物理，化学，生物，地学，広領域	地方審査通過者
日本学生科学賞　情報・技術，応用数学	中央予備審査通過者
情報処理推進機構　未踏 IT 人材発掘・育成事業	最終採択者
一般社団法人未踏　未踏ジュニア	未踏ジュニアスーパークリエータ認定者
ファブ 3D コンテスト　*This contest ended in FY2022.	入賞者
全国高校生マイプロジェクトアワード	文部科学大臣賞，マイプロジェクトアワード特別賞，ベスト・オーナーシップ賞，ベストコ・クリエーション賞，ベスト・ラーニング賞
高校生ビジネスプラン・グランプリ	グランプリ，準グランプリ，審査員特別賞，優秀賞受賞者
福澤諭吉記念全国高等学校弁論大会＊	最優秀賞受賞者
高校生バイオサミット in 鶴岡＊	入賞者（審査員特別賞は除く）

Notes

- **For all competitions listed above, only awards received on an individual basis are eligible for the exemption; group or team awards are not.**
- **The exemption is only applicable to awards received after graduating from junior high school and before applying for the Summer/Fall AO screening.**

Applying for the multilingual proficiency evaluation

"Multilingual proficiency" for this evaluation refers to the ability to use French or German. The evaluation assesses an applicant’s proficiency in either language as part of the overall screening process. To apply, submit the required documents via the online application system during the application period.

Notes:

・This evaluation does not replace the first-round screening; applicants undergoing this evaluation must still complete the first-round screening.

・Submit the following two items via the application system (see "p. Study and research plan" on p. 28 for details):

i) A “Studienplan/Projet d’études” (study and research plan) written in French or German using the prescribed form

ii) A valid language proficiency certificate for French or German.

To assess the applicant’s oral communication skills in their chosen language, the second-round screening (interview) will include a segment where the applicant presents their study and research plan in that language.

B. Application Procedures

Application procedures are as follows: 1) go to the Application System, register your information and the documents to be submitted online, and complete your payment of the application fee during the online application period, and 2) submit required documents by mail during the document submission period. **Both 1) and 2) must be completed** for your application to be considered. See "E. Application Period and Screening Schedule" for the submission periods for the online application and documents to be submitted by mail.

For details on the application fee payment, see "D. Application Fee and Payment Method" on p. 16.

1. **Register your information and the documents to be submitted online via the Application System at** https://admission.sfc.keio.ac.jp/

   Access the above website and follow the instructions to obtain a Login ID.
   ・Be sure to keep a record of your Login ID for future logging in.
   ・The email address and password you registered to acquire your Login ID will be required to log in later (see p.14).

- Log in to "My Page" in the Application System and click the "Apply" button for the AO screening you want to apply to in the "Examinations Currently Ongoing" column.
- At the beginning of the online application, select the language you use in the interview (English, Japanese, or either) and the language you use in your application documents (English or Japanese). Please consider your selections carefully as they cannot be altered later.
- Upon selecting you preferred language, you will be logged in to "My Page." Complete the applicant information section and then register the documents to be submitted online.
- For a list of required documents, please see "F. List of Required Items for Application."
- In the online application, evaluations of the applicant from two persons are required in addition to items to be filled out by the applicant themselves. Your application will not be completed until their evaluations are submitted. Accordingly, you need to obtain their approval before you register their names in the Application System. We strongly recommend that you ask them to serve as your evaluators well ahead of the submission deadline of the online application.
- Upon completion of the online application and fee payment, two items that you need to send as part of the postal submission will become available for printing: the handwritten application form and the address label. Please print both items and submit all required documents by mail.
  - ✧ The form and address label will become available for printing within 3 hours after the fee payment has been completed.
  - ✧ If they remain unavailable for printing 3 hours after completing the payment, please contact the Admissions Office. Unable to print them is not a valid reason for late applications. Be sure to confirm the deadlines and allow plenty of time to prepare and submit your application.

2. **Check application documents for postal submission**
   Please see "F. List of Required Items for Application" for the documents you need to submit by mail, and "H. Sending Application Documents by Mail" on how to prepare the documents.

   *Incomplete applications will not be accepted under any circumstances. Furthermore, supplemental application materials will not be accepted after the deadline for submission by mail. Make sure you have prepared all required documents before submitting your application.
   *If you have to send any part of your application separately, such as certificates from overseas or standardized test results, be sure to indicate the expected arrival date on your online application form. Even in this case, you must adhere to the submission deadline.

Notes for applicants studied under the Japanese education system

You are required to submit an official school report (調査書) as part of your application if you are on track to graduate from one of the followings: high school, secondary school, or the third year of technical college in Japan, educational institution outside of Japan accredited by MEXT. Applications submitted without 調査書 will not be accepted. Academic transcripts and the like will not suffice. Please confirm with your school in advance whether they can issue 調査書 for you.

C. Pre-application Requirements

The following are required for the application procedures:

1. Access to the internet
2. Access to a printer
3. Email address
4. An envelope measuring 240 mm x 332 mm, or larger
5. ID photo (full face)

1. Access to the internet

The Application System requires using a computer, smartphone, tablet, or other digital device connected to the internet. Please confirm system requirements listed in the Application System.

2. Access to a printer

After payment of the application fee has been made, you will be required to print out the handwritten application form, address label, examination slip, etc. on white A4 or letter size paper. If you don't have a printer at home, secure a way to print PDF files such as using a printer at school, an acquaintance's printer, or a printing service at a store.

3. Email address

An email address is required for the online application procedures. Please provide a personal email address where we can reach you. If you have your email settings to block certain domains, make sure your settings enable messages from "@ sfc.keio.ac.jp" to reach you. Multiple people may not use one same address.

The email address is used as an important piece of information to identify the applicant. Be sure to use an address that can be used until the time of enrollment.

4. Envelope

You will need to prepare an envelope that is 240 mm x 332 mm in size (*kakugata ni go* [角形 2 号]) or larger for sending application documents by mail.

5. ID photo

When registering your information in the Application System, you will be asked to upload an ID photo for identity verification purposes. The uploaded photo will be used to verify your identity at the second-round screening (interview). The photo may also be used after enrollment as a means of confirming identity. Please note that after online application has been completed, changing the ID photo will not be allowed under any circumstances.

ID Photo Specifications

Your ID photo data must meet the following specifications. As long as the photo meets them, it may be taken with a digital camera, smartphone, tablet, or other digital device. Please note that image data from re-photographing, such as taking a photo of an ID photo print and the like, is not accepted.

- Taken within three months of the application deadlineShow a clear color image (black and white photos are not allowed)
- Show the shoulders up and a full-face view of the applicant with no hat or headgear (unless worn for religious purposes)
- Have a plain background in white, blue, or gray (no scenery or curtains)
- Must be JPEG
- No more than 3 MB in file size

Notes The photo will not be accepted as your ID if it falls into one of the following conditions:

・ The applicant is difficult to identify (e.g., eyes covered by hair)
・ The face appears overly white with no visible shadows, or the applicant cannot be identified due to light reflecting off eyeglasses—be especially mindful of this if using a flash
・ The outline of the face is indistinguishable due to overly dark shadows—this often happens when standing too close to the background when taking the photo
・ A digitally altered photo

D. Application Fee and Payment Method

The application fee is 35,000 JPY.

- Administrative fee of **500 JPY** will be charged separately.

Application Fee Payment	Monday, August 3, 2026 – 10:59 p.m., Wednesday, September 2, 2026*

***The handwritten application form and address label—both required for postal submission—will not be available for printing unless your application fee payment is confirmed. You should be able to print them within 3 hours after completing the payment. Not being able to print them is not a valid reason for late submissions. Be sure to confirm the deadlines and allow plenty of time to prepare and submit your documents.**

1. Payment Method

Go to "Payment of Application Fee" on "My Page" in the Application System and select payment method. You may make your payment either at a convenience store in Japan, or by credit card. For details on the payment methods, visit: https://www.keio.ac.jp/en/sfc-pem/about/policy/app-fee/

2. Refund Policy

In principle, the application fee will NOT be refunded. However, refunds may be considered in the following cases:

a. The application fee was paid, but the documents to be submitted by mail were not sent.
b. The application fee was paid, and the documents were submitted by mail. However, the application was not accepted due to reasons such as the applicant not meeting the eligibility requirements, or some of the required procedures not being completed during the designated period.

If either a or b above applies to you, please fill out and send the "Application Fee Refund Request Form" together with required documents to the Admissions Office by the deadline indicated below. The form and documents must be sent by mail. Use simple registered mail (簡易書留) if mailing from within Japan, and a delivery method with tracking service if mailing from abroad.

If the request for a refund is approved, the application fee will be refunded via one of the methods below:

- If payment was made at a convenience store, a remittance will be made into the bank account that you designated in the refund request form.
- If payment was made by credit card, a refund to your credit card account will be issued.

Deadline for applying for a refund of the application fee: Tuesday, September 16, 2026*

*Applications must be postmarked by the deadline if sent from within Japan, and must arrive by the deadline if sent from abroad.

Required documents for a refund request

Please refer to the "Application Fee Refund Request Form" section at:
https://www.keio.ac.jp/en/sfc-pem/about/policy/app-fee/

Notes on a refund request

- The application fee will not be refunded if all documents required for a refund request (see the above link) do not arrive by the deadline.
- Incomplete or inaccurate applications will invalidate your request. Please fill out the form carefully, ensuring there are no errors.
- Japan Post Bank cannot be designated as the bank into which the refund will be remitted.
- Please note that the bank handling charge will not be refunded.

E. Application Period and Screening Schedule

Online Application Period	10:00 a.m., Monday, August 3, 2026 – 3:00 p.m., Tuesday, September 1, 2026* ***Due to maintenance, you cannot access the Application System from 4:30 p.m., Friday, August 7, 2026 to 10:00 a.m., Tuesday, August 18, 2026.**
Submission Period (by Mail)	Tuesday, September 1, 2026 – Wednesday, September 2, 2026* *The mail must be postmarked by the deadline if sent from within Japan, and must arrive by the deadline if sent from abroad.
Announcement of First-round Results	From 11:00 a.m., Thursday, October 8, 2026
Second-round Screening: Interview	Faculty of Policy Management: Saturday, October 17, 2026 or Sunday, October 18, 2026 Faculty of Environment and Information Studies: Saturday, October 24, 2026 or Sunday, October 25, 2026
Announcement of Final Results	From 11:00 a.m., Monday, November 2, 2026

We strongly recommend you plan and complete your online application at least one day before the deadline. Applications submitted after the deadline will not be accepted under any circumstances.

Notes

- Summer/Fall AO 2026 screenings are intended for applicants wishing to enroll in April 2027 or September 2027. Please select your desired enrollment period via the Application System. You may change it at any time before submitting your online application, but not afterward.
- Applicants who pass the first-round screening will be interviewed at the second-round screening. Final admission decisions will be based on both the first and second-round screenings.

F. List of Required Items for Application*

*Instructions for preparing each item are provided in “G. Preparing Required Items for Submission.”

1. Documents to be submitted online

a. Application basic information

b. Online application form

c. Applicant evaluation forms

d. List of achievements

e. Personal statement

1) Essay of no more than 2,000 characters in Japanese or 4,000 letters including spaces (about 800 words in English), and

2) Presentation slides in a PDF file of no more than two A4 or letter size pages

f. Optional materials

g. Explanation of changes from the previous application (if applicable)
This is required only if you have applied previously and are reapplying to one of the faculties.
Please provide a written explanation of the differences between your previous and current applications.

2. Documents to be submitted by mail

h. Handwritten application form (2 pages)

i. Certificates related to grades and graduation (e.g., official school report [調査書])

j. Address label for postal submission

If applicable, submit the following:

k. Document certifying your achievement of a designated result to exempt from the first-round screening

l. University academic transcript (if currently or previously enrolled)

m. Japanese-Language Proficiency Test (JLPT) results or certificate related to Japanese language study (required if your first language is not Japanese and you have selected Japanese for application documents)

n. Results of English proficiency test or certificate related to English language study (required if your first language is not English and you have selected English” for application documents)

o. School profile (required if your high school is under an education system of a country other than Japan)

p. A “Studienplan/Projet d’études” (study and research plan) written in French or German (if you are applying for the multilingual proficiency evaluation)

q. French or German language proficiency certificate (if you are applying for the multilingual proficiency evaluation) *Copies will be accepted, but original documents are preferred.

If applicable, submit the following to the extent possible:

r. National or international standardized test results (only if your high school is under an education system of a country other than Japan)

G. Preparing Required Items for Submission

- ☑ Submit items listed in 1. Documents to be submitted online in F above by following the instructions in the Application System
- ☑ Refer to the Application System for the fields you need to complete online
- ☑ At the beginning of the online application, you will first be instructed to select your preferred language for the interview and then for application documents. Please make your selections carefully, as they cannot be altered later.
- ☑ You must use the language you have selected for the "Language Used in Application Documents" in the Application System to complete your online application and prepare your application documents.
- ☑ Documents that do not follow the instructions will not be treated as valid application materials.
- ☑ Do not send items that are not listed in 2. Documents to be submitted by mail—such as awards, recommendations, language test results, as they will not be accepted as part of your application.
- ☑ Simply providing the link is not sufficient for it to be considered for your application.
- ☑ Be sure to also check "XI. Frequently Asked Questions and Common Mistakes" on p. 38-42 while you prepare your documents.

1. Documents to be submitted online: items a. – g.

Log in to "My Page" in the Application System (see the link on the cover page) to submit documents and materials.

The online application must be completed by the applicant themselves.

Please pay particular attention when inputting your name, date of birth, and other personal information, as they will be used to verify your identity. If you are a foreign national, please ensure that the name order and *furigana* spelling of your name are correct and consistent. You may use a nickname only if it is registered on your Certificate of Residence (住民票).

a. Application basic information

- Fill in both "Application Basic Information (required)" AND "Application Basic Information (only if applicable)."
- Under "Application Basic Information (required)," select the faculty you are applying to, the enrollment period, the language to be used for enrollment registration, and other required details. You may change this information at any time before submitting your online application, but not afterward. Please make your selection carefully.
- For details about the language to be used for enrollment registration, refer to p.34.
  The medium of instruction for class designated courses will be determined according to the "Language Used for Enrollment Registration." If you choose Japanese as your language to be used for enrollment registration, you will be assigned to the Japanese classes, and if you choose English, you will be assigned to the English classes. Please note that the selected information cannot be changed after the online application is completed.

b. Online application form

- Fill out the application form by following the instructions in the Application System.
- You will be required to upload your ID photo. Please refer to "C. Pre-application requirements" on p.14.

c. Applicant evaluation forms

- Evaluations, not recommendations, must be provided by two persons who are in a position to evaluate the applicant objectively.
- **Even if the other sections of the online application have been completed, you cannot print the handwritten application form until evaluations from the two evaluators have been submitted. The handwritten application form is one of the items required to be submitted by mail, so be sure to obtain prior consent from the evaluators and request evaluations well ahead of time.**
- The evaluator may be anyone who can evaluate the applicant objectively with the exception of relatives within the second degree of kinship.
- Just like the online application, internet access and an email address are required for evaluators to submit their evaluations. Please make sure these conditions are met before you register your evaluators'

email addresses.

- Evaluations may be entered either in English or Japanese, as the form is available in both languages. Further details on evaluation criteria and such can be found in the Application System.

Steps to be taken by the applicant:

1) Login to "My Page" in the Application System (see the link on the cover page).
2) Register the evaluators' email addresses in the designated field. An exclusive link for an evaluation request and the applicant's Login ID will be sent to the evaluators. If they do not receive the request, return to "My Page," delete the email address you registered and then re-register it. If the evaluator wishes to make changes to their evaluation after submission, the applicant must contact the Admissions Office.

Steps to be taken by the evaluator:

1) Use the exclusive link sent via email and follow the onscreen instructions to register as an evaluator.
2) Log in to the "Applicant Evaluation Page."
3) Enter evaluation (text can be saved for further modifications).
4) Click "Submit" after completing all fields.

*If the evaluator has previously served in this role, they can use the same ID and password as before.

d. List of achievements

- From among your academic and other achievements, describe the most significant one you made and tell us why you chose the achievement. Your description must be no more than 200 characters if in Japanese, and no more than 400 characters including spaces (about 80 words) if in English.
- Describe the activities you engaged in and their outcomes since graduating from junior high school. You may include those prior to junior high school graduation if they significantly influenced your subsequent activities. If there are too many to include in the space provided, select those that you want to highlight. Then, select up to three activities and three outcomes you want to highlight, and tick the field under the column marked ◎ for each of them.
- Please provide as many proofs for each outcome as possible in "Optional Materials."

e. Personal statement

Please submit both an essay AND presentation slides by following the prompt below:

Prompt

Describe elements A, B, and C 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 2,000 characters if in Japanese; no more than 4,000 letters including spaces (about 800 words) if in English
2. Presentation slides	A PDF file of no more than two A4 or letter size pages; 10MB or less; **one file only**; no prescribed format—you may use any style for your slides and attach supporting materials such as photographs, drawings, writings, or a combination of these.

<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

f. Optional materials

You may upload up to ten optional materials that demonstrate: a) your most significant awards and activities since graduating from junior high school and up to your application for the AO screening, 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.

There is no prescribed format, but we ask that you consider the objectives of AO screenings and use your best judgment, creativity, and ingenuity in selecting and preparing your materials.

Please keep the following points in mind:

1) Optional materials are meant to supplement the application forms and should be used to better facilitate the evaluation of your personal qualities and capabilities. These materials should highlight information you consider beneficial to the screening process and demonstrate aspects of yourself that are not easily conveyed through the application forms alone. Optional materials must be uploaded in the Application System; they will not be considered part of your application if submitted by mail together with the required documents.
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 200 characters or less in Japanese or 400 characters including spaces (about 80 words) in English.
4) Submit in PDF or JPEG format. Video files must be playable on Windows Media Player (*.mpg, *.avi, *.wmd, *.wmv, *.mp4).
5) Up to 10 JPEG, PDF, and video files may be submitted.
6) Each file should be 10 MB or less, and the total size of your files must be no larger than 50 MB. Files any larger cannot be uploaded.
7) PDF files should be A4 or letter size. When there are multiple pages, number the pages to the extent possible.
8) If submitting language test results (e.g., EIKEN, TOEFL) or award certificates from competitions such as sports tournaments, please upload a digital version of the original in PDF or JPEG format.
9) 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).
10) 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.
11) You may submit a recommendation letter as part of your optional materials (no prescribed format) by uploading it as a PDF or JPEG file. Recommendation letters sent by mail will NOT be accepted as an application document. For the letter to be valid, it must bear the recommender's signature or official seal.
12) If you wish to submit the content of a website as an optional material, simply providing the link is not sufficient for it to be considered for your application (i.e., a link accompanied by a note such as “please refer to the following link” will not be accepted as an optional material. Online materials must be uploaded as JPEG, PDF, or video files).

g. Explanation of changes from the previous application (if applicable)

- There is no prescribed format. However, be sure to include in writing the application period you applied previously, your name, and whether you passed the first-round screening.
- Explain the differences in this application compared to the previous one.
- Submit the document as a PDF file of no more than one A4 or letter size page and 10 MB or less.
- Register this information under “Application Basic Information (only if applicable)” on “My Page” in the Application System.

2. Documents to be submitted by mail: items h. – p.

h. Handwritten application form

- Once the online application and fee payment has been completed, click “Submit.” The handwritten application form will then become available for printing.
- Please print the form on A4 or letter size paper in black and white, or color. Print only on one side of the paper; do not print on both sides. There is no need to staple the pages together.
- Complete the form by hand, filling in the following fields: i) copying down a sentence, ii) date of completing the form, and iii) the applicant’s name. Be sure to follow the instructions and check the form carefully before mailing.
- The form consists of two pages. Be sure to send both pages by mail.

i. Certificates related to grades and graduation—instructions for this item begin this page and continue through p. 25

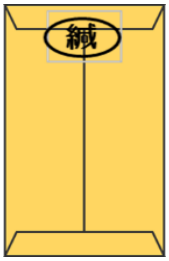
Important notes to ALL applicants

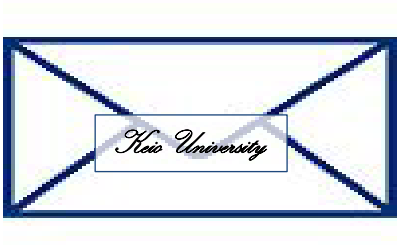
☑ Certificates related to grades and graduation must be officially sealed by the issuing high school and institution, except in unavoidable circumstances such as when a translation is provided by an official body.
☑ Be sure to check "i-c. Grades and graduation certificates for applicants with specific conditions" on p. 25.
☑ Please have your certificates issued in either English or Japanese. If a certificate is issued in a language other than English or Japanese, it must be accompanied by a translation in English or Japanese, verified for accuracy by an official body such as an embassy or the high school attended.
☑ Submit original certificates with a valid date of issuance. Certificates that have expired or copies will not be accepted.
☑ If the applicant has already graduated from high school at the time of application, documents issued while the applicant was still expected to graduate will not be accepted, even if they fall within the valid issuance dates specified below. Such applicants must submit documents issued after graduating.
☑ Valid dates of issuance are as below. If your documents have been issued before the dates, you must have them reissued. However, if you have graduated from high school at the time of application, documents issued before the below dates will be accepted if they are issued after you graduated from high school.

Valid Dates of Issuance for Documents to be Submitted
On or after June 1, 2026

☑ Documents submitted as item i. must be officially sealed, as instructed in the box below:

An officially sealed document refers to one in which the enclosed documents are not visible, and the envelope is sealed with a school stamp, official seal, signature, or similar mark across the flap, serving as proof that the contents have not been tampered with.





Only certificates enclosed in officially sealed envelopes will be accepted.

☑ **Certificates must have a date of issuance, as shown below. Certificates that do not have a date of issuance or those with old dates of issuance will not be accepted.**

20XX 年 X 月 X 日発行	Issued: dd/mm/20yy

☑ **Required documents vary by your eligibility status (see p.23-25). Applications failing to meet the requirements will not be accepted. Any documents not specified for postal submission will not be considered part of your application, even if sent by mail.**

☑ **The certificates you need to submit depend on your eligibility status. If you have completed, or expect to complete, your education under the Japanese education system, refer to "i-a. Grades and graduation certificates for applicants from the Japanese education system" on p. 23. If you have competed, or expect to complete, your education outside Japan, refer to "i-b. Grades and graduation certificates for applicants from overseas education systems" on p. 24. In either case, be sure to also check "i-c. Grades and graduation certificates for applicants with specific conditions" on p. 25.**

i-a. Grades and graduation certificates for applicants from the Japanese education system

This section details grades and graduation certificates that the applicant must submit if they fall into the following eligibility criteria: applicants who have completed or expect to complete high school, secondary school, or the third year of technical college in Japan, or formal education at an institution outside of Japan accredited by MEXT.

Important notes

- **You must submit an official school report (調査書) as part of your application. Applications without this report will not be accepted. Academic transcripts or similar documents cannot substitute it. Please confirm with your school in advance whether they can issue it.**
- **Upon requesting the report (調査書), be sure to print the document from the following link and present it to your school—the document provides instructions for preparing the report:**
  For graduates of Japanese high schools

<table>
<tr><th colspan="3">Applicants from the Japanese education system</th></tr>
<tr><th>Eligibility</th><th>Required documents*</th><th>Key Checks</th></tr>
<tr><td rowspan="3">Completed or expected to complete one of the followings:
■ High school
■ Secondary school
■ Third year of technical college
■ Formal education at an institution outside of Japan accredited by MEXT</td><td>1. Official school report (調査書)
・Must cover the entire period of high school education
・Must include most recent grades (if you expect to graduate from the school)</td><td>☑ Do not submit academic transcripts in place of 調査書
☑ Include your (expected) graduation date</td></tr>
<tr><td colspan="2">➢ If you transferred from a high school abroad or earned credits through study abroad, and had the credits transferred to your school of graduation, please note:
・Official academic transcripts issued by the high school abroad must be attached to the 調査書
・Transcripts must be either the original or a certified true copy (i.e., a copy of an original document that has been stamped or endorsed by the issuing school)</td></tr>
<tr><td colspan="2">➢ If you are unable to obtain a 調査書 due to a significant time having passed since your graduation, please submit: i) a letter explaining why it cannot be issued, ii) an official academic transcript, and iii) a certificate of graduation or completion.
All three documents must be prepared by your school and enclosed in officially sealed envelopes. If you cannot submit ii), this must be noted in i), and both i) and iii) must be submitted.</td></tr>
<tr><td>Completed or expect to complete
■ Formal education at the upper secondary course of a specialized training college</td><td>1. Official academic transcript
2. Certificate of completion or certificate of expected completion</td><td>☑ Submit both transcripts and a certificate
☑ Also submit 調査書, if possible</td></tr>
<tr><td>■ Passed or expect to pass 高等学校卒業程度認定試験
■ Passed 大学入学資格検定</td><td>1. 合格成績証明書 (or 合格見込成績証明書 if expecting to pass)</td><td>☑ If course exemption is (expected to be) granted, be sure to submit:
・Either 調査書 or 単位・成績修得の証明書 (Certificate from your school listing the credits and grades earned for each course)
・If you passed a knowledge/skill test, submit 合格証明書 issued by the organization. We do not accept 合格証書.</td></tr>
<tr><td colspan="3">・You must pass 高等学校卒業程度認定試験 before applying for the AO screenings. If you plan to take the exam or are awaiting results, you are not eligible to apply.

・Submit academic transcripts from post-junior high school education as optional materials, if possible. Sealed documents (e.g., 調査書) cannot be submitted as optional materials; they must be included with your postal submission.</td></tr>
</table>

*All documents must be officially sealed.
*Certificates must have a date of issuance.

i-b. Grades and graduation certificates for applicants from overseas education systems

This section details grades and graduation certificates that the applicant must submit if their high school is under an education system of a country other than Japan.

Important notes for applicants from overseas education systems

- ☑ Documents sent from abroad must arrive at the Admissions Office by the deadline.
- ☑ If your high school will be sending the documents directly to our office, indicate this in the designated field in the Application System and ensure that they will be delivered by the submission deadline.
- ☑ If you were enrolled at a high school in Japan, you must submit a 調査書 or an official academic transcript covering the period of your enrollment at the high school.
- ☑ School profile must also be submitted. In addition, please submit results of national standardized tests or similar exams, to the extent possible.
- ☑ Submit the original or a certified true copy of your academic transcript. A photocopy will not be accepted.
  - The transcript must cover grades 10 through 12 for 12-year education systems, and grades 10 through 13 for 13-year systems.
  - If your school does not issue transcripts in a standardized format, that is acceptable as no specific format is required. If an official transcript cannot be provided, submit a copy of an academic evaluation report or similar record.
- ☑ Certificate of (expected) graduation must be the original or a certified true copy, and must clearly state your (expected) graduation date. Submission is not required if the academic transcript includes your (expected) graduation date. If submitting a copy of the diploma, it must be a certified true copy, verified as such by the issuing school. If your school does not provide a fixed format for the certificate of (expected) graduation, download the form from the link below, and have your school complete and securely seal it: https://www.keio.ac.jp/en/sfc-pem/admission/pmei/ao-format/#certificate_of_graduationgraduation_timeline
- ☑ If you skipped a grade or graduated early, submit a certificate or letter confirming that it was for a reason recognized as valid within the educational system of the country (no prescribed format).

<table>
<tr><th colspan="3">Applicants from overseas education systems</th></tr>
<tr><td colspan="3">Be sure to also read sections m, n, o, and p.</td></tr>
<tr><td colspan="2">Eligibility</td><td>Required documents*</td></tr>
<tr><td colspan="2">■ Completed (or expect to complete) 12 years of formal education outside Japan, or hold equivalent qualifications</td><td>1. Official academic transcript
2. Certificate of high school graduation or certificate of expected graduation
☑ Unsealed items or items without a valid issuance date will not be accepted.</td></tr>
<tr><td rowspan="7">Those who have been designated by MEXT (Ministry of Education Notice, 1948)</td><td>■ Completed (or expect to complete) 12 years of formal education at an international school in Japan accredited by WASC, CIS, ACSI, NEASC, Cognia, or COBIS</td><td>1. Official academic transcript
2. Certificate of high school graduation or certificate of expected graduation
3. Document certifying that the educational institution is accredited by an international accrediting organization designated by MEXT (to be issued by the principal of the educational institution)**</td></tr>
<tr><td colspan="2">**Document 3 above is waived for schools that are publicly listed as accredited by one of the following international accrediting organizations on their official website:
WASC: https://www.acswasc.org/ CIS: https://www.cois.org/ ACSI: https://www.acsi.org/
NEASC: https://www.neasc.org/ Cognia: https://www.cognia.org/ COBIS: https://www.cobis.org.uk/

If your school is an international/American school in Japan not accredited by any of these organizations, contact the Admissions Office at least one month before the application deadline.</td></tr>
<tr><td>■ Obtained an International Baccalaureate Diploma</td><td rowspan="6">1. Official academic transcript
2. Certificate of high school graduation or certificate of expected graduation
3. Copy of certificate of qualification AND transcript of results</td></tr>
<tr><td>■ Obtained Abitur</td></tr>
<tr><td>■ Obtained Baccalauréat</td></tr>
<tr><td>■ Obtained GCE A-level</td></tr>
<tr><td>■ Obtained International A-level</td></tr>
<tr><td>■ Obtained European Baccalaureate Diploma</td></tr>
</table>

*All documents must be officially sealed.
*Certificates must have a date of issuance.

i-c. Grades and graduation certificates for applicants with specific conditions
If you fall into any of the categories below, you are required to submit additional documents.

Category	Required documents*	Notes
■ Enrolled in more than one high school in Japan	Official school report (調査書) or official academic transcript from your previous school	☑ A copy of the transcript from the previous school kept on file at the current school will be accepted if it is certified as a true copy by the principal with an official seal and attached to the official school report. ☑ If the report or transcript cannot be issued due to a short enrollment period, please have the high school prepare a letter stating this, and submit it along with a certificate of enrollment.
■ Have a name discrepancy between certificates and application documents	A copy of family register or certificate of residence	・The document is required to certify that the names refer to the same individual. ・The use of aliases is limited to those on your Certificate of Residence.
■ Transferred from a high school outside of Japan	Official academic transcript from the high school abroad	・A copy of the transcript kept on file at the high school in Japan will be accepted if it is certified as a true copy by the principal with an official seal and attached to the official school report. Alternatively, you may attach to the report a document that certifies the transfer of credits earned during study abroad.
■ Earned credits during study abroad that have been approved for transfer		
■ Attending or previously enrolled at a university	University transcript or certificate of enrollment	See “l. University academic transcript”
■ Selected Japanese as the language for application documents but the first language is not Japanese	Japanese-Language Proficiency Test (JLPT) results or certificate related to Japanese la nguage study	See “m. JLPT results or certificate related to Japanese language study"
■ Selected English as the language for application documents but the first language is not English	English proficiency test results or certificate related to English language study	See “n. Results of English proficiency test or certificate related to English language study”

*All documents must be officially sealed.
*Certificates must have a date of issuance.

j. Address label for postal submission

- Once the online application and payment of the application fee are complete, the address label will be available for printing. Please print it on A4 or letter size paper.
- Cut along the dotted lines and affix it to the envelope for postal submission.
- Neatly place the documents without folding them to the extent possible. Use a 240 mm x 332 mm envelope (*kakugata ni go* [角形２号] or larger.
- Use simple registered express mail (簡易書留速達) if mailing from within Japan. It must be postmarked on or before the deadline. Use a means of delivery that provides a tracking service (e.g., EMS, DHL, FedEx) if mailing from abroad. It must arrive on or before the deadline.
- Be sure to also refer to “XI. Frequently Asked Questions and Common Mistakes” (p.38-42).

k. Document certifying your achievement of a designated result to exempt from the first-round screening (if applicable)

- Submit written proof verifying that you achieved a designated result in a competition listed in “Competitions and results eligible for the exemption” on p. 12.
- Contact the competition’s organizing body to request the document, and make sure it bears an official seal.
- If it is difficult to have the document issued, contact the Admissions Office prior to making an application.

l. University academic transcript (if applicable)

If the applicant has not attended university long enough for the issuance of a transcript, this should be clearly noted and submitted in writing, along with a certificate of enrollment (if the applicant is currently attending a university) or a certificate of student registration (if the applicant attended a university in the past).

m. Japanese-Language Proficiency Test (JLPT) results or certificate related to Japanese language study (if applicable) *Copies will be accepted, but original documents are preferred.

1) Submit either of the following along with other required documents by mail: results of the Examination for Japanese University Admission for International Students (EJU; Japanese) or the Japanese-Language Proficiency Test (JLPT) N1.
2) If you are unable to submit a document specified in 1) above, submit an academic transcript or official document verifying that you have taken Japanese language courses at an institution such as a high school, language school, or university.

n. Results of English proficiency test or certificate related to English language study (if applicable; original is preferred but copies are accepted)

1) Submit the official score of any of the following tests taken within two years of the application deadline. There is no minimum required band score, and the average score of successful applicants is not announced.

   - TOEFL (Institution code: 0773 Undergraduate Organization; TOEFL-ITP score not accepted)
   - International English Language Testing System (IELTS)
   - TOEIC (TOEIC-IP score not accepted)
   - United Nations Association’s Test of English (UNATE)
   - Test in Practical English Proficiency (EIKEN)

   Note: If you have selected “Japanese” to use in application documents and wish to submit results of language tests, such as EIKEN or TOEFL, as part of optional materials, upload the original score or the certificate as a PDF or JPEG file. See “f. Optional materials” on p. 20-21 for details.

2) If you are unable to submit a document specified in 1) above, submit an academic transcript or official document verifying that you have taken English language courses at an institution such as a high school, language school, or university.

o. School profile (if applicable)

- Submit the school brochure or similar material from the high school you attend (or graduated from), which includes information such as the curriculum, grading criteria, graduation requirements, and the colleges attended by its graduates.
- If the above information is available on the school's website, a printout of the relevant pages may be submitted.
- If the school profile is in a language other than English or Japanese, please provide an outline of the main points in English or Japanese, and submit it together with the profile.
- You are not required to submit a school profile if you completed, or expect to complete, high school (including the high school division of a special needs school) or secondary school in Japan.
- If the required information is not available in the school brochure or on the website, please download the prescribed form from the link below. Have your high school complete it, either typed or handwritten, and place it in an officially sealed envelope: https://www.keio.ac.jp/en/sfc-pem/admission/pmei/ao-format/#school_profile

p. "Studienplan/Projet d'études (study and research plan after enrollment)" (if applicable)

- Applicants for the multilingual proficiency evaluation must submit their study and research plan written in French or German, consisting of 800 to 1,000 words.
- Use the prescribed form: https://www.keio.ac.jp/en/sfc-pem/admission/pmei/ao-format/#multilingual_proficiency_evaluation_summerfall_ao_and_spring_ao
- Print the form on one side of the paper only (single-sided)
- Do not change the font type or font size; however, you may use line breaks as necessary for readability.

q. French or German language proficiency certificate (if applicable; original is preferred but copies are accepted)

Submit the official certificate of any of the following tests taken within two years of the application deadline.

- Goethe-Zertifikat
- TestDaF
- Diplom Deutsch in Japan (独検; *Dokken*)
- ÖSD (Österreichische Sprachdiplom Deutsch)
- DELF/DALF
- Diplôme d'Aptitude Pratique au Français (仏検; Futsuken)
- TCF (Test de Connaissance du Français)

Notes:

- If your certificate is issued in French or German, attach an English or Japanese translation prepared by the applicant.
- You may submit results for any level (e.g., Grade 1, Grade 2, A1, B1). There is no minimum required score or specific level mandated for application.

r. National or international standardized test results (if applicable)

- It is strongly encouraged that applicants submit official test results for a national or international standardized test that is required in the applicant's country or region for entrance into university. Test results must be officially sealed and either included in the postal submission or sent directly from the test agency to Keio University.
- If you are unable to submit official test results, submit instead a Statement of Reason—see "Important Notes 3)" below—along with other required documents by post. The Statement of Reason will be considered as part of your application.
- 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 such standardized scores or certificates is not an absolute requirement for application; however, it is strongly encouraged, as it helps us fairly evaluate applications. There is no minimum required band score, and the average score of successful applicants is not announced. In addition, there are no designated subjects for national or international standardized tests.

Table of Recommended Standardized Tests

Country / System	Standardized test
China	National Higher Education Entrance Examination (GAOKAO)
France	Baccalauréat Français International (BFI)
Germany	Abitur
Hong Kong SAR China	Hong Kong Diploma of Secondary Education Examination (HKDSE)
International Baccalaureate	International Baccalaureate (IB)
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), Thai General Aptitude Test (TGAT), Thai Professional and Academic Aptitude Test (TPAT)
United Kingdom	General Certificate of Education (GCE)
United States	SAT Reasoning Test™ •Keio University's Institution Code is 0773. (Undergraduate Organization) ACT ・Keio University's Institution Code is 7048.
EJU	Examination for Japanese University Admission for International Students (EJU)

- Above are examples of tests you might consider taking. You are also welcome to submit your (predicted) scores on a test not listed here.
- 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.
- You may submit your scores from national or international standardized tests from a country other than your home country.

Important notes on submitting test results

1) If you are sending national or international standardized test results (including official scores) separately from the documents submitted by mail, be sure to enter them in the "Status of Standardized Tests" column in section "b. Online Application Form." This entry is required for the results to be considered as part of your application.

2) If results of test scores are submitted separately from other application documents, they must arrive at Keio University during the dates indicated below. Test scores that arrive before or after these dates will be invalid. Since score delivery may take time, please check the schedule with the test agency in advance and allow sufficient time for arrangements.

Summer/Fall AO 2026	October 1, 2025 - September 2, 2026

3) If submission cannot be made in accordance with the instructions, please submit a Statement of Reason (A4 or letter size paper). This statement will be accepted in lieu of official test results and will be considered as part of the application. It may be handwritten and must include items (a) through (d) below:

(a) Country of the education system

(b) Reason you are unable to submit test results

(c) Name of the applicant

(d) Date the statement was prepared

For item (b), clearly explain your circumstances such as below:

My test results will not be available by the submission deadline.

I am unable to submit all of my test scores.

I was unable to take the test due to my nationality.

H. Sending Application Documents by Mail

1. Place your documents in a 240 mm x 332 mm envelope (*kakugata ni go* [角形２号]) or larger. Affix the address label (see p. 26) and send it by mail, strictly adhering to the postal submission deadline. Submission of the online application alone does not complete the application process.
2. If you are mailing documents from within Japan, go to a post office counter and send them via simple registered express mail (簡易書留速達). The envelope must be postmarked on or before the deadline for submitting documents by mail. Envelopes postmarked before the submission period will also be accepted.
3. Documents sent from outside of Japan must arrive by the postal submission deadline. Confirm the estimated delivery time in advance and ensure your documents are sent well in advance of the deadline. Use a means of delivery that provides a tracking service (e.g., EMS, DHL, FedEx). Documents that arrive before the submission period will also be accepted.
4. Documents that arrive after the deadline will not be accepted, even if the online application is completed within the designated period.
5. Incomplete or late applications will not be accepted under any circumstances. Furthermore, no supplemental application materials will be accepted after the submission period. Make sure all documents are complete and included before submitting your application. If you must submit any part of your application separately, such as certificates issued outside Japan or standardized test results, be sure to enter the expected arrival date on your online application form. Even in this case, all documents must arrive within the postal submission period.
   *Be sure to also refer to “XI. Frequently Asked Questions and Common Mistakes” on p. 38-41.

I. Important Notes on Applications

1. Incomplete or late applications will not be accepted under any circumstances. Furthermore, no supplemental application materials will be accepted after the submission period. Make sure all documents are complete and included before submitting your application. If you must submit any part of your application separately, such as certificates issued outside Japan or standardized test results, be sure to enter the expected arrival date on your online application form. Even in this case, all documents must arrive within the postal submission period.
2. The following information cannot be changed after the application has been submitted: the faculty to which you apply, enrollment period, language for the interview, and language you use for enrollment registration. Make sure you have made your selections correctly.
3. Applicants found to have provided false or inaccurate information, or to have committed academic misconduct during the application process, will be disqualified from further screening regardless of the reason. All application results for the respective admission cycle that year—both for the faculty at SFC and all other Keio University faculties—will be invalidated. Additionally, the following disciplinary measures shall be implemented:

   a. If falsified information or misconduct is discovered during the application or screening process:
      The applicant will be deemed ineligible for screening, and application fees will NOT be refunded.
   b. If falsified information or misconduct is discovered after the applicant has been accepted:
      The offer of admission will be revoked, and application fees will NOT be refunded. However, academic fees and expenses that have already been paid will be refunded.
   c. If falsified information or misconduct is discovered after enrollment:
      The student will be dismissed from the university. Application fees, academic fees and expenses will NOT be refunded.
   d. Any successful applicant who acts in a manner detrimental to Keio University or fails to meet obligations to the university will have their admission revoked.

4. Application documents and related materials cannot be returned once submitted.
5. Any unauthorized reproduction of this application guidebook or the Application System is strictly prohibited.
6. If your address changes after submitting your application, go to “My Page” in the Application System and complete the procedure to update the information.

J. Confirm Your Application Status

Log in to “My Page” in the Application System during the period indicated below to confirm that your application has been successfully received.

Application Confirmation Period	From 11:00 a.m., Tuesday, September 15, 2026 to 10:59 a.m., Thursday, October 29, 2026

Applicants whose request for exemption from the first-round screening is not approved will be contacted individually before the start of the application confirmation period. Those granted an exemption will be notified of the time and venue for the interview when the first-round results are announced.

IV. Screenings and Announcement of the Results

A. First-round Screening

First-round screening is based on the evaluation of submitted documents and materials.

B. Announcement of First-round Results / Issuance of Examination Slips

Please check the results of the first-round screening by logging in to “My Page” in the Application System (see the link on the cover page) during the announcement period below:

Announcement of first-round results and Issuance of examination slips to successful applicants	From 11:00 a.m., Thursday, October 8, 2026 to 4:59 p.m., Sunday, October 25, 2026

The university will not provide any information regarding results by means other than the Application System. Inquiries by phone, fax, or emails concerning screening results will not be answered.

Examination slips will be available for successful applicants to print by logging into “My Page” in the Application System. Be sure to print the slip and bring it with you on the day of the interview (second-round screening). Please print it on A4 or letter size paper in black and white, or color.

Those granted an exemption from the first-round screening will receive the same information as successful applicants via “My Page.”

C. Second-round Screening

Successful applicants will be interviewed at the second-round screening. Final admission decisions will be based on a comprehensive evaluation of the first and second-round screenings.
Each interview will last approximately 30 minutes.
Interviews will be conducted in either Japanese or English. Be sure to select your preferred language (English, Japanese, or either) for the interview when submitting your application.

1. Applicants who have been contracted an infectious disease designated under the School Health and Safety Act and have not fully recovered by the day of the interview must refrain from attending, the interview, in order to prevent potential spread. Exceptions may be made if a physician or school doctor determines that the applicant’s condition has improved and that their attendance does not pose a risk of infection to others. In principle, interviews will not be rescheduled, nor will the application fee be refunded if applicants are unable to attend the interviewed for the reasons mentioned above.
2. In unforeseen circumstances, the faculties may change the schedule for screenings and/or the announcement of results. 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.
3. The order and details on how the interviews will be implemented will not be announced in advance. Furthermore, applicants cannot specify the date and time of the interview. Interview venue, date, and time will be notified at the time of the announcement of first-round results, Depending on the order, there may be a wait time. The end time of the final interview on each screening day will be announced at the time of the first-round screening results.

* The following website will be used to provide further information, so applicants are advice to check it regularly: https://www.keio.ac.jp/en/sfc-pem/news-admissions/

D. Announcement of Final Results

Applicants can view the final results by logging in to “My Page” in the Application System (see the link on the cover page) during the final results announcement period.

Final Results Announcement	From 11:00 a.m., Monday, November 2, 2026

The university will not provide any information regarding results by means other than the Application System. Inquiries by phone, fax, or emails concerning screening results will not be answered.

V. Enrollment Registration Procedures

Enrollment registration will be completed once you carry out the following three steps during the designated periods. Successful applicants will be notified of detailed instructions via “My Page” in the Application System when the final results are announced.

Step 1: Pay the academic fees and expenses

⇩

Step 2: Complete enrollment registration in the online enrollment system

⇩

Step 3: Send enrollment registration documents by mail

A. Enrollment Registration Period

Enrollment period	Language used for registration	Step 1 Pay the academic fees and expenses	Step 2 Complete online enrollment registration
April 2027 Enrollment	Japanese	From Tuesday, December 1, 2026 to Thursday, January 7, 2027	From Tuesday, December 1, 2026 to Thursday, January 7, 2027
September 2027 Enrollment	Japanese	Late July, 2027	Late July, 2027
	English	Late July, 2027	Late July, 2027

- The dates and periods listed above are tentative.
- Successful applicants will complete enrollment registration procedures based on their enrollment timing, regardless of the screening period to which they applied.
- April enrollees cannot select English as the language for enrollment registration.

B. Required Items for Enrollment Registration

1. Certificate related to graduation*
   *Not required if you already graduated from high school at the time of application.
2. Certificate related to grades (must be officially sealed)
   Please submit an official school report (調査書) that lists all grade evaluations including those for the final semester, and your graduation date. If you are unable to submit this report for having studied under an education system of countries other than Japan, please submit both an official academic transcript and a certificate of graduation. If you are an applicant whose status is "expected graduation from high school," you are required to graduate from high school by March 31, 2027 (for April enrollment) or September 21, 2027 (for September enrollment). If you fail to do so, your enrollment will be voided.

Notes about the language you use for enrollment registration
For April enrollees, Japanese is the language for enrollment registration; English is not available as a language option.
September enrollees can choose either English or Japanese as the language they use for enrollment registration. The language you select cannot be changed after your online application has been completed.
The language of instruction for class-designated courses will be determined according to the language you select for enrollment registration. If you choose Japanese as the language for enrollment registration, you will be assigned to the Japanese classes, and if you choose English, you will be assigned to the English classes.

Payment Methods for Academic Fees
Domestic payment (within Japan) methods:

- **i.** In-person bank transfer
- **ii.** Credit card
- **iii.** Bank ATM (via Pay-easy)
- **iv.** Internet banking

International payment (outside Japan) methods:

- **i.** Credit card
- **ii.** Internet banking through a Japanese bank

VI. Fees Required upon Enrollment

Academic fees for April 2027 enrollment will be determined and announced by the time of enrollment registration. For reference, the table below shows the fees and expenses for April and September 2026 enrollment.

April Enrollees

Faculty of Policy Management Faculty of Environment and Information Studies		
Academic fees	Admission fee	200,000
	Registration fee	70,000
	Tuition fee	1,170,000
	Facilities fee	330,000
Other	Materials distribution fee and other course-related fees	8,000
	Student government fee	750
	Student health care mutual aid association registration fee	100
	Student health care mutual aid association annual fee	2,500
Total		1,781,350
Amount for Spring Semester if paid in installments		990,725
Amount for Fall Semester if paid in installments		790,625

September Enrollees

Faculty of Policy Management Faculty of Environment and Information Studies		
Academic fees	Admission fee	200,000
	Registration fee	35,000
	Tuition fee	585,000
	Facilities fee	165,000
Other	Materials distribution fee and other course-related fees	4,000
	Student government fee	375
	Student health care mutual aid association registration fee	100
	Student health care mutual aid association annual fee	1,250
Total		990,725
Amount if paid in installments		—

(Unit: JPY)

Notes:

1. The admission fee and Keio Student Health Care Mutual Aid Association registration fee are required only once during your enrollment, and payment must be made at the time of enrollment.
2. You may pay your academic fees and expenses (excluding the fees noted in 1 above) in two installments—one in the Spring Semester, the other in the Fall Semester.
3. Fees from the “Other” category above are collected by the university on behalf of other organizations and may be revised during your enrollment.
4. Small additional fees may be required after enrolment to take certain courses.
5. As a general rule, paid fees are non-refundable. However, academic fees and expenses (excluding the admission fee) and fees in the “Other” category may be refunded if the applicant withdraws from the university following the prescribed procedures. For details, please refer to the enrollment registration guide.

Sliding scale system

In accordance with the University Undergraduate Rules and Regulations, we apply a sliding scale to calculate tuition, registration and facilities fees. This means that students may be required to pay a different amount each year of enrollment. The rate at which this increases corresponds to the public service employee pay increase rate, as reported by the National Personnel Authority.

VII. Pre-enrollment Assignment for Successful Applicants

Successful applicants will work on an assignment designed to help them prepare for their studies and research at the university, making the most of their time before enrollment. Further details will be provided after the announcement of admission results.

VIII. 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 at the time of graduation from the university, completion of the graduate course, or when leaving Keio.

IX. Scholarship Program

SFC Encouragement Scholarship (pre-enrollment reserved scholarship)

In the AO entrance exams for the Faculty of Policy Management and the Faculty of Environment and Information Studies, a special scholarship exclusive within the Faculties—600,000 JPY annually, up to four years by meeting specific requirements—will be awarded to exceptionally talented applicants from high schools outside Tokyo and the three surrounding prefectures (Chiba, Kanagawa, and Saitama). For details, please refer to: https://www.keio.ac.jp/ja/admissions/faculty/examinations/ao-sfc-pem/#総環のすゝめ奨学金 (Japanese language only)
Scholarship candidates will be notified individually by the Admissions Office after the announcement of the second-round screening.

Keio University also offers various other scholarships available after enrollment, including those for students experiencing financial difficulty and for those with outstanding character and academic achievements. These scholarships are either benefit-type, which do not require repayment, or loan-type, which must be repaid after graduation. Scholarship applications usually open in April and May. Since some application documents need to be prepared immediately after enrollment, please refer to the following websites if you are considering applying for a scholarship. Note that these scholarships will only be awarded to those who have passed the screening.
For information about scholarships at SFC, please refer to:
https://www.students.keio.ac.jp/en/sfc/scholarships/unique/pmei-gsmg.html

[Keio University General Guide to Scholarships]
https://www.keio.ac.jp/en/student-life/scholarships.html

For information about scholarships for international students, please refer to:
[The International Center Website]
https://www.ic.keio.ac.jp/en/life/scholarship/intl_student.html

Tuition reduction or exemption via the government's "New Study Support System for Higher Education"

Those eligible for the government's "New Study Support System for Higher Education" will receive a reduction or exemption from admission fees and tuition (up to a certain amount). Eligible students will need to pay the fees and expenses required for enrollment during the enrollment period. However, they will receive repayments by completing the prescribed procedures. For details, please visit the website below:
https://www.students.keio.ac.jp/com/scholarships/tuition/reduction.html (Japanese language only)

X. Admission Statistics

"P" and "E" below stand for the Faculty of Policy Management and the Faculty of Environment and Information Studies, respectively.

	Number of applicants			First-round successful applicants			Second-round successful applicants		
	P	E	Total	P	E	Total	P	E	Total
Spring AO 2022 2022 Sep. Enrollment	42	56	98	6	13	19	2	6	8
Spring AO 2022 2023 Apr. Enrollment	29	19	48	7	2	9	3	0	3
Summer/Fall 2022 AO 2023 Apr. Enrollment	649	520	1169	202	223	425	96	106	202
Summer/Fall 2022 AO 2023 Sep. Enrollment	15	13	28	7	3	10	1	1	2
Winter 2022 AO (GIGA) 2023 Sep. Enrollment	113	132	245				55	52	107
Winter 2022 AO (GIGA) 2024 Apr. Enrollment	5	4	9				3	0	3
Spring AO 2023 2023 Sep. Enrollment	50	63	113	8	16	24	2	6	8
Spring AO 2023 2024 Apr. Enrollment	33	22	55	8	8	16	5	4	9
Summer/Fall 2023 AO 2024 Apr. Enrollment	700	562	1262	249	236	485	120	127	247
Summer/Fall 2023 AO 2024 Sep. Enrollment	12	20	32	3	3	6	1	2	3
Spring AO 2024 2024 Sep. Enrollment	38	49	87	11	15	26	6	7	13
Spring AO 2024 2025 Apr. Enrollment	22	26	48	6	8	14	1	4	5
Summer/Fall 2024 AO 2025 Apr. Enrollment	742	601	1343	273	278	551	126	126	252
Summer/Fall 2024 AO 2025 Sep. Enrollment	17	14	31	5	2	7	3	2	5
Spring AO 2025 2025 Sep. Enrollment	27	36	63	7	9	16	4	4	8
Spring AO 2025 2026 Apr. Enrollment	44	28	70	13	11	24	4	5	9
Summer/Fall 2025 AO 2026 Apr. Enrollment	852	622	1474	276	270	546	143	146	289
Summer/Fall 2025 AO 2026 Sep. Enrollment	20	17	37	4	10	14	2	4	6

・The number of first-round successful applicants include those who were exempted from the first-round screening.

・Winter AO(GIGA) screenings results are included in the second-round successful applicants.

XI. Frequently Asked Questions and Common Mistakes

A. FAQs

1. General

Q1-1. Can I apply to both faculties at SFC at the same time?
A1-1. No. You may not apply to both faculties during the same application period.

Q1-2. Can I apply to other Keio University faculties or other universities at the same time?
A1-2. Yes, provided the other faculties or institutions do not prohibit applicants from applying elsewhere or require applicants to sign a binding commitment (i.e., a written pledge to enroll if granted admission and withdraw all other applications).

Q1-3. Can I reapply?
A1-3. Yes. You will need to prepare the items necessary for application each time you apply. In addition, you will need to provide an explanation of changes from the previous application. Please note that each application will begin with the first-round screening. You may also apply through general entrance examination.

Q1-4. How are Summer/Fall AO screenings different from Spring AO screenings?
A1-4. There are no differences in the screening method. However, the enrollment period differs depending on the application period. Please apply for the period when all required documents and materials are ready for submission.

Q1-5. How do Winter AO (GIGA) screenings differ from Summer/Fall AO and Spring AO screenings?
A1-5. Eligibility requirements and screening methods differ. GIGA applicants will be screened solely based on submitted documents, and no interviews will be conducted, so they do not need to come to Japan for the screenings. While you can select either English or Japanese for the language you use to apply for Summer/Fall AO and Spring AO screenings, you must use English for Winter AO screenings. For further details, please refer to the Winter AO application guidebook, which will become available around late August 2026.

Q1-6. Will the enrollment period or language I select affect the screening results?
A1-6. No. Your choice of enrollment period and language will have no impact on the screening process. Please make your selections based on your preferences. Your selections cannot be altered after you have submitted the application. Enrollment in September (Fall Semester) is strongly recommended if your Japanese proficiency is not yet at a level to take classes conducted in Japanese.

Q1-7. Can I change my enrollment period after submitting my application?
A1-7. No. After submitting your application, you may not change the enrollment period you selected. Make sure you carefully consider which enrollment period is the best for you before submitting your application.

Q1-8. Are there hotels and accommodations available near the Shonan Fujisawa Campus?
A1-8. Yes. There are hotels at the nearest stations, Shonandai Station and Tsujido Station. If you require accommodations for the second-round screening interview, you are responsible for arranging your own accommodations.

2. Application eligibility

Q2-1. Are any particular achievements in extracurricular activities (e.g., awards, activities and achievements abroad) required to be eligible?

A2-1. No. We welcome applications from individuals who, even without extracurricular achievements, show strong academic ability and a clear sense of purpose in studying at our faculties.

Q2-2. What are some examples of academic and extracurricular achievements that I should highlight in my application?

A2-2. The following are examples that help us evaluate your strengths and academic aptitude:

a. Achievements in activities such as research, creative presentations, contests, or competitions, in fields such as academics, culture, arts, or sports
b. Achievements that demonstrate proficiency in foreign languages or computer technology, or high scores in related tests and/or high-level qualifications
c. Community volunteer work or other social work
d. Achievements that demonstrate superior academic abilities and a creative, enthusiastic attitude toward learning
e. Achievements that show outstanding character, academic aptitude, and leadership, particularly those that show you have taken on leadership roles in your local community, high school, or similar contexts
f. Self-initiated independent projects and research on topics of personal interest with notable results

Q2-3. Are there any specific criteria or standards for academic performance such as grades or test scores?

A2-3. No. We do not have specific grade point average or test score requirements for eligibility.

Q2-4. Can I apply even though I am currently enrolled at another university? Can I apply if a long time has passed since my high school graduation? Is there an upper age limit for applying?

A2-4. There is no upper age limit for applying. As long as you meet the eligibility requirements, you are welcome to apply. Please note that if you are currently enrolled in, or have previously attended, another university, an official academic transcript from that institution is required.

3. Online application and required documents

Q3-1. What is the difference between the "language used in application documents" and the "language used for enrollment registration"?

A3-1. You will be asked to choose the "language used in application documents" in advance to ensure that the same language will be used in your application and your Personal Statement. Please use the selected language to the extent possible when you input your information and prepare your documents. You cannot change the language once you made your selection, so please choose carefully.

You will also choose the language that you use for enrollment registration—the procedures you will complete if admitted to the faculty you applied to. All procedures will be conducted in this language. Information about the procedures will be provided in either English or Japanese, NOT both. The procedure differs depending on the admission route. In addition, the language of instruction for class-designated courses will be determined according to the language you choose for enrollment registration. If you choose Japanese, you will be assigned to the Japanese classes, and English classes if you choose English. Mandatory classes will be conducted in the language you have chosen for enrollment registration. Please take this into consideration when making your selection. Also note that applicants wishing to enroll in April cannot select English as the language for enrollment registration.

Q3-2. I have selected Japanese (or English) as the language for application documents. Do I need to prepare the evaluation of applicants in the same language as well? Also, do I need to prepare certificates related to grades and graduation in that language?

A3-2. No. Both Japanese and English are accepted for the evaluation of applicants. Likewise, we accept certificates both in Japanese and English.

Q3-3. I have materials that highlight the results of my activities. Can I send them by mail?

A3-3. No. Anything not listed in this guidebook as items to be submitted by mail will not be accepted. However, you can submit them online via the Application System.

The following will NOT be considered application documents <u>if sent by mail</u>:

- Recommendations
- Awards and qualification certificates for competitions other than those on the approved list for first-round screening exemption
- Scores and test results from applicants other than those who studied under an education system in countries other than Japan
- Scores submitted in a way not following the instructions in this guidebook

Q3-4. I have more than ten optional materials that I want to submit. What should I do?

A3-4. Unfortunately, we will not accept more than ten documents. We suggest that you devise a way to keep the number to ten or less when organizing your materials.

Q3-5. I created two presentation slides for my Personal Statement, but only one is indicated as uploaded.

A3-5. Only one PDF file can be submitted. If you have created two presentation slides, combine them into a single PDF file and upload it.

Q3-6. My evaluator has not finished the evaluation. What should I do?

A3-6. Contact the evaluator directly to inquire about the status of the evaluation. Meanwhile, check if the evaluator’s email address has been entered correctly. Once the evaluator’s email address is registered, they should receive an email with the following subject line:

件名: 【オンライン出願システム】評価者依頼のご連絡
Subject: [Online Application System] Request for applicant evaluation

Please ensure the evaluators have their email settings set to receive this email, and check if it has been sent to the junk or trash folder.

You cannot submit your application documents until the two evaluators complete their evaluation by pressing Completed), application documents cannot be submitted. Although this is the action that must be carried out by the evaluators, it is the applicant's responsibility to allow the evaluators sufficient time to complete their evaluation.

Evaluation status

Uncompleted	Evaluation has not yet been entered
In Progress	Evaluation is being entered but not submitted yet
Completed	Evaluation has been completed and submitted.

Q3-7. By clicking the designated link for the evaluation, you will be directed to the evaluation input screen, NOT the login ID and password registration page.

A3-7. If the evaluator has previously been asked to submit an evaluation and created a login ID and password, they will be directed to the login screen by clicking the link. Please have them log in with their existing ID and password to submit the current evaluation.

Q3-8. May I drop my postal submission documents in a mailbox? How can I know if my documents arrive at the Admissions Office on time?

A3-8. Simply dropping your documents in a mailbox around town may result in missing the deadline. We strongly advise that you choose a delivery method that provides tracking. If mailing from within Japan, visit the post office counter and send your documents via simple registered express mail (簡易書留速達). Likewise, we recommend using a method that provides tracking (e.g., EMS, DHL, FedEx) if mailing from outside of Japan.

We ask you use the tracking code to confirm that your documents arrive at our office on time, as we cannot answer if we have received them. Please also check your application status during the designated period by logging in to the Application System.

4. Application System

Q4-1. The Application System is not working properly. What should I do?

A4-1. Please check the system requirements. The system may not run smoothly if you are using an operating system, web browser, or version other than those recommended.

Q4-2. When I click Completed, Submit, or other buttons, the screen doesn't change even after a long wait.

A4-2. Uploading large files, such as when submitting all your documents, can take some time. If the upload still hasn't completed after 15 minutes, please close your browser and log in again. If that does not resolve the issue, try uploading and submitting documents using a faster internet connection. If the problem continues, contact the Admissions Office for assistance.

B. Common Mistakes

Any of the following mistakes will result in your entire application being invalidated. Be sure to carefully check your documents while preparing them, and review them once again before mailing.

☒ Certificates are not officially sealed/Date of issuance is old.
→ Documents submitted by mail must be officially sealed. Please make sure that all certificates include a valid issuance date.

☒ Only one page of the Handwritten Application Form was submitted by mail.
→ There are 2 pages to the Handwritten Application Form that need to be printed out after completing the online application process. Be sure to send both pages by mail.

☒ The section that must be filled out by hand in the Handwritten Application Form is incomplete.
→ You must print the form and complete three sections by hand: i) copying a sentence, ii) the date you fill out the form, and iii) your name. Ensure all sections are completed before mailing the form.

☒ (For graduates from high schools in Japan) Required items on the 調査書 are missing.
→ Please be sure to provide the 調査書作成上の注意 (instructions for completing the official school report) when requesting the report from your school.

XII. Inquiries

For any inquiries regarding SFC and our AO Screenings, contact the Admissions Office by phone or email. Please do not make inquiries by letter or fax. Before contacting us, please check "XI. Frequently Asked Questions and Common Mistakes" to see if your question is already answered. Please have this guidebook and your Login ID ready at hand when contacting us by phone.

Admissions Office
Keio University Shonan Fujisawa Campus
5322 Endo, Fujisawa-shi
Kanagawa 252-0882, JAPAN

Phone: from within Japan: 0466-49-3407
from outside of Japan: +81-466-49-3407
Email: ao-request@sfc.keio.ac.jp
Contact Hours: Monday-Friday 9:30 a.m. – 4:30 p.m. JST (excluding national holidays)

The office will be closed from Monday, August 10, 2026 to Monday, August 17, 2026 for summer holidays.

XIII. Helpful Links and Information

Websites

Find more about Keio University and SFC on our official websites:

Keio University	https://www.keio.ac.jp/en/
SFC	https://www.keio.ac.jp/en/sfc/
GIGA Program	https://www.keio.ac.jp/en/sfc-pem/about/feature-pmei/

Admissions Event Information

For admissions events, visit: https://www.keio.ac.jp/en/sfc-pem/event/ (Japanese language only)

Getting to SFC

Route 1: via Shonandai Station (15 minutes)
1. Take either the Odakyu, Sotetsu, or Yokohama Municipal Subway Blue Line to Shonandai Station
2. Go up West Exit B stairs and take bus 23, 24, or 25 from bus stop 1 to Keio Daigaku Honkan Mae

Route 2: via Tsujido Station (25 minutes)
1. Take either the JR Tokaido Line to Tsujido Station
2. Take bus 34 pr 35 from North Exit to Keio Daigaku Honkan Mae

For further details, visit: https://www.keio.ac.jp/en/about/campus/sfc/

Campus Map

Our campus map is available at: https://www.keio.ac.jp/en/about/campus/sfc/map/

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