

# Keio University

## Graduate School of Economics

### Application Guidebook for General Admissions

September 2022 / April 2023 / September 2023 Intake

Application and Screening Schedules	3
1. Number of Students to be Admitted	3
2. Application	4
2-1. Eligibility Requirements <Master's Program>	4
2-2. Eligibility Requirements <Doctoral Program>	4
2-3. Applicant Eligibility Certification	4
2-4. Online Registration	5
2-5. Submission of Required Documents	6
2-6. How to Apply	6
2-7. Application Fee	6
2-8. Application Documents	7
2-9. Examination Slip	10
3. Entrance Examination Schedule and Locations	10
4. Application Method	11
5. Announcement of Screening Results	13
6. Admissions Procedure	14
7. Admission Statistics	14
8. Graduate Academic Fees	15
9. Contact Information	16



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

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

In order to ensure that the education at Graduate School of Economics is broadly available to students whose first language is not Japanese, applicant may choose to take examinations for both the master's and doctoral programs wholly in English. A written examination (field examination) and interview serve to determine a basic knowledge of economics and facility to read academic papers to an undergraduate level for the first-round entrance examinations for the master's program. Furthermore, enrollment precluding the necessity of a written examination may be permitted for the second-round entrance examinations for students who demonstrated high potential as researchers during their bachelor's thesis research. In such cases, examinations will be by means of an evaluation of the papers submitted with applications and an interview.

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

## Management of Personal Information at Keio University

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

In principle, Keio University will not disclose personal information of individuals to third parties.

The names of individuals, their addresses, and other personal information provided for the application and admissions procedures will be used by the various departments of Keio University to ① carry out admissions procedures, ② carry out administration, communication, and procedures for matters concerning academic affairs, ③ carry out administration, communication, and procedures for matters concerning general student life, ④ carry out administration, communication, and procedures for matters concerning the use of university facilities and equipment, ⑤ send out communications for soliciting donations, notifying the issuance and sale of school bonds, and inviting recipients to join the Keio Iji-kai (Support Group) or apply for the Keio Card, ⑥ send out various documents to students and guarantors and carry out other communications with them, ⑦ send out various information from Keio University to Keio alumni after graduating, etc. Furthermore, Keio University provides support to promote the activities of the various Mita-kai (alumni associations) run by Keio alumni. To disseminate information on these activities or when we are approached by those in charge of establishing new Mita-kai for information on alumni, personal information may be provided after the prescribed procedures have been completed and a review has been conducted. (Unless a special notification has been submitted, information shared with the Mita-kai will be limited to your name, home address, place of employment, and e-mail address in print form.)

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

While Keio University respects the autonomy of its students, academic records are posted to guarantors. This is to ensure that guarantors understand the academic circumstances of their students.

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

Thank you for your understanding.

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

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

URL: <https://www.keio.ac.jp/ja/admissions/> TEL: 03-5427-1566 (Admissions Center)

## Security Export Controls

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

\*For details on security export controls, please refer to the website of the Ministry of Economy, Trade and Industry. <https://www.meti.go.jp/policy/anpo/englishpage.html>.

## Application and Screening Schedules

	Application Period – I		Application Period – II
	[Master's Program]	[Doctoral Program]	[Master's Program] [Doctoral Program]
Date of Enrollment	<b>September 2022 / April 2023</b>		<b>April 2023 / September 2023</b>
Applicant Eligibility Certification	May 9 –12, 2022	April 25 –28, 2022	November 28 to December 1, 2022
Online Registration	10:00 a.m. on May 23 – 3:00 p.m. on June 2, 2022	10:00 a.m. on May 9 – 3:00 p.m. on May 19, 2022	10:00 a.m. on December 19, 2022– 3:00 p.m. on January 6, 2023
Payment of the Application Fee	10:00 a.m. on May 23 – 11:00 p.m. on June 2, 2022	10:00 a.m. on May 9 – 11:00 p.m. on May 19, 2022	10:00 a.m. on December 19, 2022 – 11:00 p.m. on January 6, 2023
Submission of Required Documents	May 30– June 2, 2022	May 16–19, 2022	January 4–6, 2023
First Screening	Written exam 10:00 a.m. on July 9, 2022	Document Screening	Document Screening
Announcement of First Screening Result	7:00 p.m. on July 9, 2022	10:00 a.m. on June 23, 2022	10:00 a.m. on February 13, 2023
Second Screening (Interview)	July 10, 2022	July 10, 2022	[Master's program] February 27, 2023
			[Doctoral program] February 28, 2023
Announcement of Final Results	10:00 a.m. on July 15, 2022	10:00 a.m. on July 15, 2022	7:00 p.m. on February 28, 2023
Admissions Procedure	[September 2022 Intake] August 15 – 19, 2022 [April 2023 Intake] March 1 – 6, 2023		[April 2023 Intake] March 1– 6, 2023 [September 2023 Intake] TBA

### 1. Number of Students to be Admitted

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

#### **[Notes]**

- The admission quota indicates the total number of two application periods per academic year.
- Only a few students may be accepted for September 2022 intake in Application Period I and in Application period II.
- Applicants for Application Period I can select their time of enrollment (September 2022 or April 2023) at the time of application. Applicants for Application Period II can select their time of enrollment (April 2023 or September 2023) at the time of application.
- Applicants cannot change their date of enrollment after their applications have been accepted

## 2. Application

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

Application Period I (Master's Program): May 8

Application Period I (Doctoral Program): April 24

Application Period II (Master's and Doctoral Program): November 30

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

Fulfilling any of the following requirements makes you eligible to apply.

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

**【Note】**

- Please note that a preliminary qualification review (refer to 2.3 Applicant Eligibility Certification) will be necessary for applicants qualifying for admission under items 6 or 8.
- If you are an applicant whose status is "expected to graduate from a university," you are required to have received a Bachelor's Degree by the time of enrollment: April 1<sup>st</sup> for April Intake and September 22<sup>nd</sup> for September Intake. If you fail to do so, your enrollment will be cancelled. Those who are expected to graduate or complete your study in September and who are enrolled into the university in September are required to confirm the date of your graduation/completion. If the date is after September 22, please contact the Office of Student Services in advance of making an application.

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

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

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

#### Notes

- Those who have been rejected for admission to the doctoral program more than four times are not eligible to re-apply
- Please note that a preliminary qualification review (refer to 2.3 Applicant Eligibility Certification) will be necessary for applicants qualifying for admission under item 4.
- If you are an applicant whose status is “expected to receive Master’s Degree,” you are required to have received a Master’s Degree by the time of enrollment: April 1<sup>st</sup> for April Intake and September 22<sup>nd</sup> for September Intake. If you fail to do so, your enrollment will be cancelled.

## 2 – 3. Applicant Eligibility Certification

Those for whom eligibility requirement items 6 or 8 for the Master’s Program and 4 for the Doctoral Program apply must undergo “Applicant Eligibility Certification” screening. Please submit the following forms to the Academic Affairs Group for Graduate Admissions. There is no application fee for this confirmation process.

### • Application periods for “Applicant Eligibility Certification”

Application Period I (Master’s Program): **May 9–12, 2022**

Application Period I (Doctoral Program): **April 25–28, 2022**

Application Period II (Master’s and Doctoral Program): **November 28 to December 1, 2022**

### • Document Submission

1. Application Form for Applicant Eligibility Certification (prescribed form)

出願資格認定申請書 (*shutsugan shikaku nintei shinsei sho*)

2. Resume Form for Applicant Eligibility Certification (prescribed form)

出願資格認定申請用履歷書 (*shutsugan shikaku nintei shinsei-yo rireki sho*)

3. Proof of latest academic record (i.e., Certificate of [Expected] Graduation or Completion)

4. Statement of Reasons for Requesting “Applicant Eligibility Certification”

There is no prescribed format for this document. Explain the reasons why you consider yourself to have academic ability equivalent to or higher than a university graduate or a person who has completed a master’s program at a graduate school. Include any research experience or achievements. Please attach reference materials concerning your research if available.

Notes:

1. If these documents are written in languages other than Japanese or English, a Japanese or English translation verified by an official organization such as an embassy or a notary office must also be submitted along with the original document.
2. Download prescribed forms from <<https://www.keio.ac.jp/en/grad-admissions/other/eligibility/>>
3. We aim to inform you of your screening results in around 2 weeks by e-mail.

### • Where to Submit Documents

Please send the required documents (PDF) by Email to Keio University Academic Affairs Group for Graduate Admissions<[grad-admission@adst.keio.ac.jp](mailto:grad-admission@adst.keio.ac.jp)>.

## 2 – 4. Online Registration

Every applicant is required to complete an online registration at the URL below. The application form needs to be submitted along with other required documents.

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

\*For applicants exempt from the first screening, please select Examination Type, 経済学研究科 修士課程 <一次試験免除 I期入試> / Graduate School of Economics Master's Program <Those who are exempted from the First Screening, Application Period I>” on the online registration.  
 \*You will not be able to change your application information after you have completed the online registration. Please confirm your application information well before completing the registration. If you completed the payment and registered the wrong information, do not re-register and contact the Academic Affairs Group.

## 2 – 5. Submission of Required Documents

Application Period	Submission of Required Documents	Release of Examination Slip
I (Master)	May 30– June 2, 2022	Early July
I (Doctor)	May 16–19, 2022	Mid-June
II (Master and Doctor)	January 4–6, 2023	Early or Mid-February

Within Japan: Submitted documents must be postmarked during the period above (締切日消印有効) .

From abroad: Submitted documents must arrive at Keio University by the final date of the period above (締切日必着) . You may post your application documents before the application period.

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

\* The Examination Slip will not be sent to applicants by post. If it has not been released on the Application Confirmation page of the online application system by the dates listed below, please contact Academic Affairs Group for Graduate Admissions.  
 Application Period I (Master's Program): July 6  
 Application Period I (Doctoral Program): June 18  
 Application Period II (Master's and Doctoral Program): February 10

## 2 – 6. How to Apply

Please send application documents by post to the address below.

Keio University Academic Affairs Group for Graduate Admissions

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

\*A downloadable address label is available at the “Application Confirmation” webpage after you have completed the payment at “Online Registration.”

### Notes

- Each applicant must enclose all the required application documents in a self-prepared envelope, affix the prescribed address label, and send it using the recorded delivery service (簡易書留 / *Kan'i kakitome*) provided by Japan Post from within Japan, or by **FedEx or DHL** (which is traceable) from outside Japan.
- Applicants must send the application documents using one of the three postal services mentioned above. The Academic Affairs Group does not accept documents submitted at the reception desk.
- **Under no circumstances can we accept applications submitted after the deadline. Please carefully check the deadline and leave extra time for mailing. Taking into consideration the potential delays through postal services, applications sent from abroad before the designated application period will be accepted.**
- We cannot respond to inquiries regarding the arrival of application documents. Please confirm whether your documents have been delivered through your courier service.

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

Applicants are required to pay an application fee of JPY 35,000. Read the instructions on how to make the payment via the website below.

\*For Master's and Doctoral Program applicants: <https://www.guide.52school.com/guidance/shared/pay-pattern/paygent-05.html>

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

下記のクレジットカードよりお支払いが可能です。\*海外在住の方に限ります。

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



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

下記のコンビニエンスストアよりお支払いが可能です。

※現金のみの取扱いとなります。支払金額の上限は30万円です。

You can pay at the following convenience stores.

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



## ネットバンキング / Internet banking

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

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

※ご利用には、ネットバンキングの利用契約が必要です。

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

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

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

## 銀行ATM（ペイジー） / ATM (Pay-easy)

下記の他にPay-easy対応の金融機関をご利用いただけます

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

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

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



## Application Fee Refunds

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

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

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

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

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

## 2 - 8. Application Documents

- Once submitted, application documents and other related materials cannot be modified under any circumstances.
- They will also not be returned under any circumstances. However, original copies of documents that cannot be reissued can be returned to applicants. If you would like to have such documents returned, enclose a stamped, self-addressed envelope when you submit application documents. Please note that it may take 1 or 2 months to return materials. Queries after the final day of the application period will not be accepted.
- Should the information provided in the application documents be factually incorrect or other improprieties be discovered in the documents submitted, the applicant will be deemed ineligible for the entrance examination and enrollment.
- For certificates, only the original or a certified true copy will be accepted.
- All documents should be written in Japanese or English on **A4 or letter-size paper** and they should be printed on **single-sided only**; however, the document "Paper for Admission Screening" can be printed double-sided.
- The meaning of the symbols in the category column of the table are as follows.
- ○=Documents that must be submitted by all applicable individuals.
- △=Of the applicable individuals, documents that must be submitted by those who meet certain conditions (including voluntary submissions).

	Application documents	Application Period		Notes									
		I	II										
①	Checklist and Pledge (Prescribed Form)	○	○	<p>1) Download and print out the prescribed Checklist and Pledge from the website. After confirming that you have prepared all required documents, tick the boxes for prepared documents, give a signature, and send with the other application documents.</p> <ul style="list-style-type: none"> <li>• Master's Program: <a href="https://www.keio.ac.jp/en/grad-admissions/masters/gsecon/">https://www.keio.ac.jp/en/grad-admissions/masters/gsecon/</a></li> <li>• Doctoral Program: <a href="https://www.keio.ac.jp/en/grad-admissions/doctoral/gsecon/">https://www.keio.ac.jp/en/grad-admissions/doctoral/gsecon/</a></li> </ul>									
②	Application Form (Prescribed Form)	○	○	<p>1) Check the Application Form via the "Application Confirmation" button on the website below. Application form is downloadable after you have complete payment of application fee and registering ID photo. Download and print out the Application Form on A4 or letter-size paper (single-sided).</p> <ul style="list-style-type: none"> <li>• "Online Registration" <a href="https://www.guide.52school.com/guidance/net-keio-g/eng/">https://www.guide.52school.com/guidance/net-keio-g/eng/</a></li> </ul> <p>2) Do not add any extra details on the Application Form. 3) For applicants exempt from the first screening for the master's program, please make sure that "Admission type" on the application form is stated "一次試験免除 / Those who are exempted from the First Screening".</p>									
③	Research Plan (Prescribed Form)	○	○	<p>1) Download and print out the PDF file from the website and fill in all sections with a black or blue-ink pen. 2) Use of pencil is not permitted. You may also download the Word file for the Application Form from the website and fill out the form electronically.</p>									
④	Official Academic Transcript (Undergraduate)	○	○	<p>1) For applicants who are expected to graduate/complete, you must submit a transcript showing grades through the most recently completed school term. 2) Those who have been enrolled in, and have earned credits at, more than one university due to reasons such as transferring, must submit separate transcripts indicating credits earned at each institution. 3) If these documents are written in languages other than Japanese or English, a Japanese or English translation verified by an official organization such as an embassy or a notary office must also be submitted along with the original document. 4) Those who have changed their name after graduation and have a different name from the one written in these certificates must submit official certification which identifies these names, such as their family register.</p>									
⑤	Official Academic Transcript (Master's Degree) *for doctoral applicants	○	○										
⑥	Certificate of (Expected) Graduation	○	○	<p>1) Those who are expected to obtain a Bachelor's (Master's) degree must submit a Certificate of Expected Graduation/Completion within the application period. 2) If these documents are written in languages other than Japanese or English, a Japanese or English translation verified by an official organization such as an embassy or a notary office must also be submitted along with the original document. 3) Those who have changed their name after graduation and have a different name from the one written in these certificates must submit official certification which identifies these names, such as their family register. 4) Those who have graduated from universities in mainland China must also submit an Online Verification Report of Higher Education Qualification Certificate(教育部學歷證書電子注冊備案表). Register on the Chinese Ministry of Education website&lt;<a href="http://www.chsi.com.cn/xlcx/bgys.jsp">www.chsi.com.cn/xlcx/bgys.jsp</a>&gt; and obtain a report( 教育部學歷證書電子注冊備案表 ) in a PDF file and print it out. Please make sure the validity period of the report is at least 6 months at the time of submission.</p>									
⑦	Certificate of (Expected) Completion *for doctoral applicants	○	○										
⑧	Certificate of Bachelor's (Master's) Degree	△	△	<p>1) Applicants who graduated from a university outside of Japan must submit a Certificate of Degree. However, if the Certificate of Graduation (or Transcript) includes a Certificate of Degree verifying that you have obtained the degree, you do not need to submit a separate Certificate of Degree. 2) If these documents are written in languages other than Japanese or English, a Japanese or English translation verified by an official organization such as an embassy or a notary office must also be submitted along with the original document. 3) Those who have changed their name after graduation and have a different name from the one written in these certificates must submit official certification which identifies these names, such as their family register.</p>									
⑨	Confidential Reports on the Applicant (Prescribed Form)	△	○	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Master' s program</th> <th style="text-align: center;">Doctoral program</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Period I</td> <td style="text-align: center;">1 report Submission optional</td> <td style="text-align: center;">Up to 2 reports Submission optional</td> </tr> <tr> <td style="text-align: center;">Period II</td> <td style="text-align: center;"><b><u>2 reports</u></b> <b><u>Submission required</u></b></td> <td style="text-align: center;">Submission optional</td> </tr> </tbody> </table> <p>M △ D</p> <p>1) As shown in the table above, submission may either be required or optional depending on the application period and the degree level. 2) The report should be written by a faculty member at the applicant's university (or graduate school) who was the applicant's academic supervisor or of an equivalent standing. 3) Valid only if the designated form is used and sealed by the writer. 4) Submission by email directly sent from the writer to the address below will be accepted only if the writer resides outside of Japan. [E-mail]: <a href="mailto:grad_admissions@info.keio.ac.jp">grad_admissions@info.keio.ac.jp</a> 5) If the report is written in languages other than Japanese or English, a Japanese or English translation verified by an official organization such as an embassy or a notary office must also be submitted along with the original.</p>		Master' s program	Doctoral program	Period I	1 report Submission optional	Up to 2 reports Submission optional	Period II	<b><u>2 reports</u></b> <b><u>Submission required</u></b>	Submission optional
	Master' s program	Doctoral program											
Period I	1 report Submission optional	Up to 2 reports Submission optional											
Period II	<b><u>2 reports</u></b> <b><u>Submission required</u></b>	Submission optional											



	Application documents	Application Period		Notes
		I	II	
⑩	Paper for Admission Screening	△ D only	○ M  △ D	<p>1) Upload PDF files through the “Register documents to submit” section on the Online Registration System</p> <p>2) Write your name, the title of the paper, and the description of the file (Full paper or Summary) on the front page.</p> <p>3) If the volume of the file is larger than 50MB, please submit them by email (grad-admission@adst.keio.ac.jp).</p> <p><b>For Master’s applicants</b> You can submit a term paper, undergraduate thesis or equivalent research paper. (However, if you have graduated from a bachelor’s degree program at Keio University and more than three years have passed since your graduation, you are NOT allowed to submit your undergraduate thesis). A joint paper by multiple authors is <u>NOT</u> accepted for submission.</p> <p><b>For Doctoral applicants</b> You can submit a Master’s thesis or equivalent research paper. (However, if you have completed your Master’s degree program at the Graduate School of Economics of Keio University and more than three years have passed since your graduation, you are NOT allowed to submit your Master’s thesis). Applicants who are expected to complete the Mater’s program at the Graduate School of Economics of Keio University do not need to submit a “Paper for Admission Screening”. For those applicants, their master’s thesis should be treated as “Paper for Admission Screening”.</p>
⑪	Summary of Paper	△ D only	○	<p>1) Summarize the “Paper for Admission Screening” in less than 3000 words.</p> <p>2) Upload PDF files through the “Register documents to submit” section on the Online Registration System</p> <p>3) Write your name, the title of the paper, and the description of the file (Full paper or Summary) on the front page.</p> <p>4) Those who are expected to graduate from the Graduate School of Economics Master’s program at Keio University do not need to submit the summary.</p>
⑫	Language Test Score	○ D only	△	<p>1) Choose <b>one examination</b> from below and submit the score. *Even if you are an English native speaker, you have to submit a Language Test Score <b>A: TOEFL iBT / B: IELTS / C: GRE / D: Japanese Language Proficiency Test (N1) / E: Examination for Japanese University</b></p> <p>2) Please register your score on the online registration. If the score is not yet available, please enter “00” in the field “Language Test Results.”</p> <p>3) Do not submit more than one language test score.</p> <p>4) <b>Master’s applicants for Application Period II are not required to submit this score.</b></p>
	If you choose A. TOEFL iBT			<p>1) Submit both an Official Score Report and a copy of Test Taker Score Report.</p> <p>2) Applicants should ask ETS to send the Official Score Report directly to Keio University. The TOEFL Institution Code for Keio University is 0773, and the Department Code is 84. You can also request ETS to send an Official Score Report after the test date by following ETS’s instructions. In addition to the Official Score Report, each applicant must print out and submit a copy of Test Taker Score Report.</p> <p>3) The Official Score Report must be that of a TOEFL iBT test taken by the applicant during the following Examination periods and must be delivered by the Score arrival deadline.</p> <p><u>Examination Period:</u> Application period I (Master’s Program): After July 1<sup>st</sup>, 2020 Application period I (Doctoral Program): After June 1<sup>st</sup>, 2020 Application period II (Master’s and Doctoral Program): After February 1<sup>st</sup>, 2021 <u>Score arrival deadline:</u> the final date of each application period</p> <p>Keio will access to Official Score Reports through the online portal based on a copy of Test Taker Score Report. It may take two weeks for the score reports to be delivered online to Keio University. Make sure to take the test and send the Official Score Report well in advance. We will not respond to inquiries regarding the arrival of score reports.</p>
	If you choose B. IELTS (Academic Module)			<p>1) Submit a Test Report Form.</p> <p>2) Please ensure that the organization conducting the test sends the Test Report Form directly to Keio University (The destination of the Test Report Form must be the “Keio University Academic Affairs Group.”).</p> <p>3) The Test Report Form must be that of an IELTS test taken by the applicant during the following Examination periods and must be delivered by the Score arrival deadline.</p> <p><u>Examination Period:</u> Application period I (Master’s Program): After July 1<sup>st</sup>, 2020 Application period I (Doctoral Program): After June 1<sup>st</sup>, 2020 Application period II (Master’s and Doctoral Program): After February 1<sup>st</sup>, 2021 <u>Score arrival deadline:</u> the final date of each application period</p> <p>Keio will access to Test Report Forms through the online portal. It may take two weeks for the score to be delivered online to Keio University. Make sure to take the test and send a Test Report Form well in advance. We will not respond to inquiries regarding the arrival of score reports.</p>
	If you choose C. GRE GENERAL TEST			<p>1) Submit an Official Score Report. Subject Test is not required.</p> <p>2) Please ask ETS to send the Test Report Form directly to Keio University. The GRE Institution Code for Keio University is 3843, and the Department and Major Field Codes are 1801. You can also request to send an Official Score Report after the test date by following ETS’s instructions.</p> <p>3) The Official Score Report must be that of a GRE test taken by the applicant during the following Examination periods and must be delivered by the Score arrival deadline.</p> <p><u>Examination Period:</u> Application period I (Master’s Program): After July 1<sup>st</sup>, 2020 Application period I (Doctoral Program): After June 1<sup>st</sup>, 2020 Application period II (Master’s and Doctoral Program): After February 1<sup>st</sup>, 2021 <u>Score arrival deadline:</u> the final date of each application period</p> <p>Keio will access to Official Score Reports through the online portal. It may take two weeks for the score reports to be delivered online to Keio University. Make sure to take the test and send a Official Score Report well in advance. We will not respond to inquiries regarding the arrival of score reports.</p>

<p>If you choose</p> <p><b>D. Japanese Language Proficiency Test (N1)</b></p> <p>*Only for international applicants.</p>	<p>Submit an original Score Report of N1 (認定結果及び成績に関する証明書). A photocopy will not be accepted. The test should be taken within the following periods.</p> <p><u>Examination Period:</u> Application period I : July, 2020 – December, 2021 Application period II : December, 2020 – July, 2022</p> <p>"International applicants" are those who have completed a minimum of 16 years of academic education, and have obtained or are expected to obtain a Bachelor's degree or the equivalent from a university outside Japan by the time of enrollment. However, those who have graduated or are expected to graduate from an undergraduate or master's program of a Japanese university are not regarded as "international applicants."</p>
<p>If you choose</p> <p><b>E: Examination for Japanese University</b></p> <p>*Only available for international applicants.</p>	<p>Submit a photocopy of the Score Report or Examination Voucher The test should be taken within the following periods.</p> <p><u>Examination Period :</u> Application period I : June, 2020 – November, 2021 Application period II : June, 2021 – November, 2022</p> <p>"International applicants" are those who have completed a minimum of 16 years of academic education, and have obtained or are expected to obtain a Bachelor's degree or the equivalent from a university outside Japan by the time of enrollment. However, those who have graduated or are expected to graduate from the undergraduate or master's program of a Japanese university are not regarded as "international applicants."</p>

### Preferred Supervisor

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

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

### 2 – 9. Examination Slip

Once the application documents arrive at Keio, the documents will be reviewed, and if the application is accepted, an e-mail will be sent to the applicant. Please download and print out an Examination Slip during the release period. Keio University will not send Examination Slips by post.

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

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

## 3. Entrance Examination Schedule and Venues

### Period I (Master's Program)

	Time and Date	Venue
First Screening (Written Exam)	9:45 a.m. on July 9(Sat.), 2022	Mita Campus *1
Announcement of First Screening Results	7:00 p.m. on July 9(Sat.), 2022	Online Announcement *3
Second Screening (Interview)	July 10 (Sun.), 2022	Mita Campus *2
Announcement of Final Results	10:00 a.m. on July 15 (Fri.), 2022	Online Announcement *3

### Period I (Doctoral Program)

	Date and Time	Venue
First Screening (Document Screening)	—	—
Announcement of First Screening Results	10:00 a.m. on June 23 (Thu.), 2022	Online Announcement *3
Second Screening (Interview)	July 10 (Sun.), 2022	Mita Campus *2
Announcement of Final Results	10:00 a.m. on July 15 (Fri.), 2022	Online Announcement *3

### Period II (Master's and Doctoral Program)

	Date and Time	Venue
First Screening (Document Screening)	—	—
Announcement of First Screening Results	10:00 a.m. on February 13 (Mon.), 2023	Online Announcement *3
Second Screening (Interview)	(Master's Program) February 27 (Mon.), 2023	Mita Campus *2
	(Doctoral Program) February 28 (Tue), 2023	
Announcement of Final Results	7:00 p.m. on February 28 (Mon.), 2023	Online Announcement *3

\*1 Details about the location of the First Screening (written exam) will be posted on Mita Campus on the day. Applicants may enter the examination room from 9:15 a.m., 30 minutes before the assembly time.

\*2 Detailed information about the second screening (meeting time and venue) will be indicated at the announcement of the first screening results. The notice will include information about the second screening for the applicants exempt from the first screening (written examination).

\*3 Please confirm the results of your application via the [“Announcement of Results”](#) button.

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

If there are major disruptions or delays in public transportation serving the vicinity of the examination venue on the day of the exam and the university decides that many examinees will be affected, the start times of all examinations may be pushed back to the extent that there will be no interference with the exams from taking place; however, the university will not be responsible for any personal losses incurred by examinees as a result of this.

If there are any changes to the start time of exams on the day, these will be announced on the following website.

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

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

Keio University can send a “Certificate of Permission to Take Entrance Examinations” to overseas applicants who have successfully passed the first document screening. Please make this request by e-mail. For further information, please visit the following website.

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

## **4. Application Method**

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

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

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

### Notes

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

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

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

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

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

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

The examination for application period II (Master's and Doctoral Program) is based on document screening. Review of submitted papers will be conducted to examine the broad and foundational knowledge, degree of expertise, and facility to conduct research in a specialized field of economics. The subject of the paper submitted must be limited to Economics or adjacent fields.

#### **Second Screening — Interview**

In the second screening, the Graduate School of Economics comprehensively evaluates applicants based on their thesis, and an interview concerning their research plan and academic knowledge. Detailed information about the second screening (meeting time and venue) will be indicated in the announcement of the first screening results on the Online Result Inquiry website. Applicants who are late for the designated meeting time will not be permitted to take the interview.

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

1. Follow the examination proctor's instructions during the examination.

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

● During the entrance examinations at Keio University, examinees must refrain from taking exams if they are suffering and have yet to recover from an infectious disease for which attendance at university must be suspended according to the School Health and Safety Act (COVID-19, influenza, etc.) because of the risk of infection to other examinees and the examination proctors (unless it has been acknowledged by a school doctor or other physician that the disease symptoms do not pose any risk of infecting others). There will be NO make-up exam for examinees who refrain from taking exams for the reasons above and the application fee he/she has paid will not be refunded

## **5. Announcement of Screening Results**

Please access the URL given below and confirm the results of your application via the Announcement of Results button with the applicants' examination number and security code, which you obtained as part of the online

registration (web entry). For further details of the time and date of announcement, refer to section 3. Entrance Examination Schedule and Venues. Queries concerning screening results will not be accepted.

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

## 6. Admission Procedures

Please access the URL (Online Admissions Procedures Website) given below and complete the procedures by the deadline. Details will be provided in the Admissions Procedures Guidelines on the website. For applicants enrolling in September 2022, the Admission Procedures Documents will be available immediately after the announcement of acceptance. For applicants enrolling in April 2023, the Admissions Procedures Documents will be available from mid-January 2023 (immediately after the announcement of results for applicants of Application Period II). For applicants enrolling in September 2023, the Admission Procedures Documents will be available in mid-July 2023. The Admission Procedures Documents will not be sent to applicants by post.

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

### ● Flow of admissions procedures

- Pay the necessary fees for enrollment
- Enter the necessary items on the online admissions procedures website
- Post the necessary documents

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

### ● Admission procedures period

September 2022 Intake: **August 15– August 19 , 2022**

April 2023 Intake: **March 1 – March 6, 2023**

September 2023 Intake: Mid-August, 2023 (tentative) \* Please check on the Online Admissions Procedures Website.

### ● Necessary documents

- ① Certificate of bank transfer for tuition, etc. (B)
- ② Certificate of Residence
- ③ Certificate of Graduation (Completion) and Transcript of Academic Record  
\* Only applicants who took the entrance exam as individuals expecting to graduate from an undergraduate degree or master's degree program.
- ④ Certificate of Withdrawal and Transcript of Academic Record  
\* Only for those who took the entrance exam as part of the academic acceleration system (skipping a year).
- ⑤ (For foreign nationals only) A copy of your passport and residence card

## 7. Admission Statistics

Program	2018		2019		2020		2021		2022	
	Applicants	Successful Applicants	Applicants	Successful Applicants	Applicants	Successful Applicants	Applicants	Successful Applicants	Applicants	Successful Applicants
Master's	95	43	111	37	158	40	152	43	147	30
Doctoral	16	9	30	13	21	15	27	10	16	9

\*The number of applicants includes students to be admitted in April and September (2020 is April Enrollment Only).

## 8. Graduate Academic Fees

### 8 - 1. Required School Fees

The amount for tuition fees for the 2023 academic year has not yet been decided. (The following tuition fees are for the 2022 academic year. The amount for September 2022 only includes the fees to be paid for the Fall Semester.)

Date of Enrollment		April 2022		September 2022	
Program		Master's	Doctoral	Master's	Doctoral
Academic Fees	Registration Fee	60,000	60,000	30,000	30,000
	Tuition Fee	970,000	670,000	485,000	335,000
Other Fees		9,200	9,200	4,650	4,650
Total (First Year)		1,039,200	739,200	519,650	369,650

(Amounts in Japanese Yen)

① Fees excluding Student Health Insurance Union Initial Fee can be paid in two installments in the Spring and Fall semesters. For payment of academic fees and expenses after enrollment, please contact the Keio University Accounting and Finance Office (Tel: 03-5427-1528).

② Expenses which the university is entrusted to collect (materials distribution fee and other course-related fees, paper publication fee, student government fee, Student Health Care Mutual Aid fee) are subject to change as necessary by academic year while you are enrolled.

③ The Student Health Care Mutual Aid fee includes a 100 yen registration fee. However, students who have completed a master's program at a Keio University Graduate School and will enroll at another Graduate School, or students who have completed a master's program and will enroll in a doctoral program before a year has passed are not required to pay the registration fee.

④ Please note that the sliding scale system as stipulated in the University Regulations will be applied to determine the annual amount you will be required to pay for the registration fee and tuition. The standard for the rate of increase is based on the slide rate (rate of increase for salaries of civil servants as recommended by the National Personnel Authority for the previous year).

### 8 - 2. Decline of Admission and Refund of Academic Fees

In principle, Keio will not refund the fees that you have already paid. However, Keio can refund the entire tuition fee if you complete all the required procedures by the deadline.

In the event that information provided in the application is discovered to be incorrect or a submitted certificate is confirmed to be fraudulent, the applicant's acceptance for enrollment will be revoked, and the application fee he/she has paid will not be refunded.

### 8 - 3. Scholarships

Please refer to the following website about Keio University Scholarships.

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

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

### Keio University Education Promotion Funds (Donation) and Keio University Bonds (School Bonds)

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

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

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

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

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

## 9. Contact Information

All queries concerning admissions should be directed to the Keio University Academic Affairs Group for Graduate Admissions. The contact details are as follows:

Academic Affairs Group for Graduate Admissions, Keio University

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

TEL: +81-3-5427-1067

E-mail: grad\_admissions\*info.keio.ac.jp (Please put @ into the e-mail address instead of \*.)

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

### Access to Mita Campus

