



Keio University Exchange Program

Information Sheet 2013-2014

NAME OF INSTITUTION

Keio University

CONTACT INFORMATION

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GENERAL INFORMATION

Scholarship availability (if any)	<p>Scholarships such as JASSO and Japanese Government (MONBUKAGAKUSHO: MEXT) Scholarship for Japanese and Japanese Studies are available, but are NOT GUARANTEED for all exchange students since the number of recipient is very limited.</p> <p>* Note that it is very limited and difficult for exchange students to apply for a scholarship after they come to Japan. Also it is difficult for exchange students to get a part-time job. So it is important that students have enough funding to cover the expected cost of their stay at Keio, at least JPY 130,000 (or equivalent in local currency) per month for the expected period of stay (six months or eleven months).</p>
Academic Calendar of 2013-2014	<p>2013 Spring Semester (First Semester)</p> <p>Orientation date : March 25</p> <p>Class begins : March 26 for JLP classes April 6 for other classes</p> <p>Class ends : July 31</p> <p>2013 Fall Semester (Second Semester) *tentative</p> <p>Orientation date : Early-September</p> <p>Class begins : September 12 for JLP classes Mid-September for other classes</p> <p>Class ends : Early February</p> <p>For details, please refer to our website: www.ic.keio.ac.jp/en/study/exchange/academic_calendar.html</p>
The dates for official transcript issued	<p>Japanese Language Program</p> <p>For Spring Semester : Early September</p> <p>For Fall Semester : Mid March</p> <p>Keio International Program</p> <p>For Spring Semester : After September 22</p> <p>For Fall Semester : After April 1</p> <p>Research Program</p> <p>The date of transcript issuance may differ depending on the courses students registered. The followings are tentative dates of issuance.</p> <p>For Spring Semester : After September 22</p> <p>For Fall Semester : After April 1</p> <p>* Please note that we cannot issue official transcript before the designated dates stated above.</p>
Programs open to exchange students	<p>Keio International Program (KIP) www.ic.keio.ac.jp/en/study/exchange/courses/kip.html</p> <p>Japanese Language Program (JLP) www.ic.keio.ac.jp/en/study/exchange/courses/jlp.html</p> <p>Research Program (Open only to graduate exchange students) www.ic.keio.ac.jp/en/study/exchange/courses/research.html</p> <p>COURSES CONDUCTED IN ENGLISH:</p> <ul style="list-style-type: none"> International Center courses: Course Descriptions: www.ic.keio.ac.jp/en/iccourse/index.html

	<ul style="list-style-type: none"> PCP (Keio Economics Professional Career Program): Course Descriptions: www.ic.keio.ac.jp/en/iccourse/procedure.html#PCP Prerequisites and English Proficiency: <ul style="list-style-type: none"> Experience in Introductory Microeconomics, Introductory Macroeconomics, and Introductory Statistics or the equivalent Reading, Writing and Oral skills in English (Non-native English speakers must submit their TOEFL scores). There will be screening to take these courses. Interview is required after student's arrival. Graduate School of Science and Technology, English-based program (International Graduate Program) IGP : (For Research Program Students ONLY) Course Descriptions: www.st.keio.ac.jp/english/admissions/masters_program/index.html * Some courses are not open for exchange students. Master's Degree Program in Taxation Policy and Management: (For Research Program Students ONLY) Course Descriptions: www.ic.keio.ac.jp/en/study/jjwbgs/couse_description.html * Some courses are not open for exchange students.
Required level of language proficiency	There is no language proficiency requirement at the time of admission. However, we always recommend students to learn some basic Japanese before they come to Japan, so they can take full advantage of the program and their time here. All students are required to take the Japanese language placement test at the beginning of each semester. Students with advanced Japanese proficiency (Level 8 or above in the placement test) may take courses in Japanese offered by the various Keio University Faculties.
GPA Requirement	There is no GPA requirement for applying for our exchange program. But for those who wish to apply for JASSO scholarship, they MUST earn 2.3 out of 3 to meet GPA requirement, which is set by JASSO.

APPLICATION

Application deadlines	2013 Fall Semester Admission: March 30, 2013 2014 Spring Semester Admission: October 5, 2013
Website for application information	<p>All students must apply through their home institutions. The application information for 2013 Fall is now ready. The application forms for Spring 2014 will be available in August. Please make sure to use the application forms that are specific for the semester your students are starting to study at Keio, as we update them for each application period. www.ic.keio.ac.jp/en/study/exchange/application.html</p> <p>STEP 1. ONLINE Registration</p> <p>STEP 2. APPLICATION DOCUMENTS (May be Changed)</p> <p><u>APPLICATION DOCUMENTS</u> (The following documents are for Fall 2013. Please note that the application form may change for Spring 2014.)</p> <ol style="list-style-type: none"> Official Nomination Letter (Cover Letter) from Home Institution Application Form with three official ID Photos Study Proposal One Academic Reference (Recommendation Letter) Self-evaluation Sheet for Japanese Language Proficiency Official Transcript Certificate of Health Personal Medical Report (for JLP only)

	<p>9. <u>For KIP and research applicants-</u> One photocopied set of Document #2~7 (stapled)</p> <p><u>For JLP applicants-</u> One photocopied set of Document #2~8 (stapled)</p> <p><u>VISA DOCUMENTS</u></p> <ol style="list-style-type: none"> 1. Send Application for Certificate of Eligibility (3 pages) to the following address in Excel format: ic-coe@adst.keio.ac.jp (Not required for Japanese Nationals) 2. Certificate of Financial Support 3. One Passport Copy
Additional important information	<ul style="list-style-type: none"> • Extending the period of study at Keio is not permitted, in principle. Please advise students to plan their study at Keio very carefully before applying. • Keio University does NOT arrange early exams even for those who wish to leave early due to the graduation or the academic schedule conflicts. Please plan well in advance.

HOUSING

Are university dormitories available?	Yes. Upon request, exchange students can be assigned to one of the accommodations subsidised by Keio. To be allocated to one of the Keio dormitories, students must apply before the deadline.
Rent fee (subject to change)	The rent charged to students varies from ¥56,000 ~ ¥77,000 (the rent is subject to change). Students will also be charged ¥20,000 maintenance fee on their first months' rent. Deposits and key charge are not required.
Application procedures for housing	We will send housing information including the application form to students together with the acceptance letter.
Additional important information	There is no Pick-Up Service available. Detailed direction to the dormitory will be given by e-mail after students' dorms are confirmed.

WEBSITE

Keio University official website: www.keio.ac.jp/index-en.html
International Center official website: www.ic.keio.ac.jp/en/
Official website for exchange incoming student: www.ic.keio.ac.jp/en/study/exchange/apply.html

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KEIO UNIVERSITY, TOKYO, JAPAN