



Keio University Exchange Program

Information Sheet 2014-2015

NAME OF INSTITUTION

Keio University

CONTACT INFORMATION

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Student Exchange Coordinators for Outbound Students (Responsible for sending Keio students to partner institutions)	Yasuko SHIBATA (Ms.) (Coordinator for Asia and the USA) Hayato SUZUKI (Mr.) (Coordinator for Europe, South America, Oceania and Singapore) Ai NAGAKAWA (Ms.) (Coordinator for Europe and Canada) Group E-mail: ic-student@adst.keio.ac.jp
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GENERAL INFORMATION

Programs open to exchange students	<p>Keio International Program (KIP)</p> <p>Comprehensive program specially designed for exchange students who want to study about Japan and East/Southeast Asia in English and take Japanese language courses as well.</p> <p>*Students with advanced Japanese proficiency may take full-time undergraduate courses taught in Japanese.</p> <p>www.ic.keio.ac.jp/en/study/exchange/courses/kip.html</p> <p>Japanese Language Program (JLP)</p> <p>Intensive program for students who want to focus on Japanese language learning.</p> <p>www.ic.keio.ac.jp/en/study/exchange/courses/jlp.html</p> <p>Research Program</p> <p>Graduate-level program for students who wish to conduct research under the supervision of an academic advisor at Keio University. (Open only to graduate exchange students)</p> <p>www.ic.keio.ac.jp/en/study/exchange/courses/research.html</p>
Courses conducted in English	<p>International Center Courses</p> <p>The curriculum of the International Center Courses focuses on Japan and East/Southeast Asia as a central theme. There are about 70 courses in various fields such as language and literature, arts, culture and cross-cultural understanding, science, religion and thought, history, media and communications, social issues, politics, diplomacy and international exchange, business and economy, and law.</p>

	<p>Course descriptions: http://www.ic.keio.ac.jp/en/aboutic/aboutcourse/</p> <p>Keio Economics Professional Career Program (PCP)</p> <p>The Professional Career Program (PCP) is established within the Faculty of Economics. PCP courses emphasize practical education in economics that will be of direct use for students' future careers.</p> <p>Course list: http://www.ic.keio.ac.jp/en/download/iccourse/2014/2014_syllabus_pcp.pdf</p> <p>Global Passport Program Courses (GPP)</p> <p>The GPP (Global Passport Program), established in 2014 by the Faculty of Business and Commerce and the Graduate School of Business and Commerce, is an educational program held in English whose aim is to enable students to discover problems companies or organizations might face in a global society, and to cultivate the ability to solve these problems.</p> <p>Course list: http://www.ic.keio.ac.jp/en/download/iccourse/2014/list_pcp_gpp_2014.pdf</p>
Courses conducted in Japanese (Undergraduate Faculty Courses)	<p>Students who have Japanese language proficiency equivalent to JLPT level N2 may take courses in Japanese offered by the various Keio University faculties. (From 2015 Spring Semester)</p> <p>*Some registration restrictions and/or course prerequisites may apply. Physical education courses, foreign language courses, and courses in the School of Medicine are not open to exchange students.</p>
GPA requirement	There is no GPA requirement for applying to our exchange program.
Required level of language proficiency	There is no language proficiency requirement at the time of admission.
Japanese language placement	<p>Japanese Language Program (JLP) students:</p> <p>All JLP students are required to take the Japanese language placement test at the beginning of each semester.</p> <p>Keio International Program (KIP) students and Research Program students:</p> <p>For elementary and intermediate-level courses, the level of the courses a student can take is determined by his/her score on the</p>

	<p>self-graded test.</p> <p>For advanced or above level courses, students are required to take the Japanese language placement test at the beginning of each semester.</p>
2014-2015 academic calendar	<p><u>2014 Fall Semester (Second Semester)</u></p> <p>Orientation date : September 11</p> <p>Class begins : September 12 for JLP classes September 22 for other classes</p> <p>Class ends : January 27 for JLP classes February 3 for other classes</p> <p><u>2015 Spring Semester (First Semester) *tentative</u></p> <p>Orientation date : mid-late March</p> <p>Class begins : late March for JLP classes early April for other classes</p> <p>Class ends : early August</p> <p>For details, please refer to our website: www.ic.keio.ac.jp/en/study/exchange/academic_calendar.html</p>
Dates when official transcripts are sent out to the partner universities	<p>For Spring Semester: after September 22</p> <p>For Fall Semester: after April 1</p> <p>*Please note that we cannot issue official transcripts before the designated dates stated above.</p>
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 due to a limited number of scholarships available.</p>

APPLICATION

Application deadlines	<p>2015 Spring Semester admission: October 5, 2014</p> <p>2015 Fall Semester admission: March 30, 2015</p>
Website for application information	<p>Application information for Spring 2015 is now ready. The application forms for Fall 2015 will be available in January.</p> <p>www.ic.keio.ac.jp/en/study/exchange/application.html</p> <p>Step 1: Online registration</p> <p>Step 2: Submit application documents</p> <p><u>Application Documents</u></p> <ol style="list-style-type: none"> 1. Official nomination letter (cover letter) from home institution 2. Application form with three official ID photos 3. Study proposal 4. One academic reference (recommendation letter)

	5. Self-evaluation sheet for Japanese language proficiency 6. Official transcript 7. Certificate of health 8. Personal medical report (JLP students only) 9. Certificate of financial Support 10. One copy of passport 11. For KIP and research applicants- One photocopied set of documents 2-7 (stapled) For JLP applicants- One photocopied set of documents 2-8 (stapled) <p>Step 3: Submit visa documents</p> <p><u>Visa Documents</u></p> Send your APPLICATION FOR CERTIFICATE OF ELIGIBILITY (3 pages) to the following e-mail address in Excel format: ic-coe@adst.keio.ac.jp (Not required for Japanese nationals)
Additional information	As a general rule, extending one's study period is not permitted. Please advise students to plan and choose their study period very carefully when applying. Keio University does not arrange early exams even for those who wish to leave early due to graduation or academic schedule conflicts. Please plan well in advance.

APPLICATION & SELECTION TIMELINE

Spring Admission	Fall Admission	Procedures
October 5	March 30	<u>Application deadline</u>
October - November	April - May	Screening of application documents by the Keio exchange student selection committee.
Mid-December	Mid-June	Once accepted, a notification of acceptance will be sent to the exchange coordinator by express mail.
Mid-December	Mid-June	Housing information will be sent from Keio to students by e-mail.
Mid-February	Late July	Keio will send the students the Certificate of Eligibility as soon as it arrives from the Immigration Bureau – please submit this certificate when applying for a student visa at the Japanese Embassy or consulate.
Late March *Usually around 20th	Early September *Usually around 10th	Housing check-in
Late March	Mid-September	Orientation for exchange students

LIVING EXPENSES

Monthly living costs	Taking utilities, food, clothes, transportation, books and miscellaneous expenses into consideration, monthly living
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	costs should come to about ¥130,000 - ¥170,000.
Example	<p>Keio Housing*: ¥51,000(room only) - ¥77,300 (breakfast and dinner inclusive for weekdays) *Utilities included</p> <p>Food: ¥30,000 - ¥60,000</p> <p>Clothes: ¥10,000 - ¥20,000</p> <p>Books: ¥7,000</p> <p>Transportation: ¥8,000+</p> <p>Medical Insurance: ¥1,500</p> <p>Cellular Phone: ¥5,000+</p> <p>Miscellaneous: ¥15,000</p>
Important Notes:	<p>It is important that students have enough funding to cover the expected costs of their stay at Keio, which should be at least ¥130,000 (or equivalent in the student's currency) per month for the expected period of stay (six months or eleven months).</p> <p>It is very difficult for exchange students to apply for a scholarship after they come to Japan. It is also difficult for exchange students to get a part-time job.</p>

HOUSING

Availability of university dormitories	Upon request, exchange students can be assigned to one of the accommodations subsidized by Keio.
Rent (subject to change)	The rent charged to students varies from ¥51,000 - ¥77,300 (as of April 2014, rent is subject to change). Students will also be charged a one-time, additional maintenance fee of ¥20,000 for their first month's rent. Deposits and key money are not required.
Application procedures for housing	We will send housing information and application procedures to students together with their acceptance letter.
Additional important information	<p>No airport pick-up services are provided for students.</p> <p>Detailed directions will be given by e-mail after the student's dormitory is confirmed.</p>

WEBSITES

Official Website of Keio University: www.keio.ac.jp/index-en.html
Official Website of Keio International Center: www.ic.keio.ac.jp/en/
Official Website for Incoming Exchange Students: www.ic.keio.ac.jp/en/study/exchange/apply.html

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KEIO UNIVERSITY, TOKYO, JAPAN