



# Keio University Exchange Program

## Information Sheet 2019-2020

### NAME OF INSTITUTION

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| Keio University |
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### CONTACT INFORMATION

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| Address  | International Exchange Services Group<br>Office of Student Services<br>Keio University<br>2-15-45 Mita, Minato-ku<br>Tokyo 108-8345, JAPAN   |
| Manager  | Chihiro UEDA (Ms.)<br>E-mail: <a href="mailto:chihiro.ueda@adst.keio.ac.jp">chihiro.ueda@adst.keio.ac.jp</a>   |
| Student Exchange Inquiries   | Student Exchange Coordinators<br>Group E-mail: <a href="mailto:ic-student@adst.keio.ac.jp">ic-student@adst.keio.ac.jp</a><br>Tel: +81 (03) 5427-1798 (Inbound) /1613 (Outbound)<br>Fax: +81 (03) 5427-1638 |
| Student Exchange Coordinators for Inbound Students<br>(Responsible for receiving students from partner institutions)   | Hiromi OKA (Ms.)<br>Maya NAKANO (Ms.)<br>Aki NAITO (Ms.)<br>Group E-mail: <a href="mailto:ic-student@adst.keio.ac.jp">ic-student@adst.keio.ac.jp</a>   |
| Student Exchange Coordinators for Outbound Students<br>(Responsible for sending Keio students to partner institutions) | Mayu KATO (Ms.), Momoka NAKAJIMA (Ms.)<br>Tetsu SATO (Mr.), Saori TAKASAKI (Ms.)<br>Group E-mail: <a href="mailto:ic-student@adst.keio.ac.jp">ic-student@adst.keio.ac.jp</a>                               |
| Coordinators for Faculty Exchange  | Hayato SUZUKI (Mr.) - Inbound<br>Hiromi OKA (Ms.) - Outbound<br>Group E-mail: <a href="mailto:ic-acex@adst.keio.ac.jp">ic-acex@adst.keio.ac.jp</a><br>Tel: +81 (03) 5427-1798<br>Fax: +81 (03) 5427-1638   |
| Coordinator for University-Wide Exchange Agreement and MOU   | Aki YAMAZAKI (Ms.)<br>Group E-mail: <a href="mailto:ic-agreement@adst.keio.ac.jp">ic-agreement@adst.keio.ac.jp</a><br>Tel: +81 (03) 5427-1613<br>Fax: +81 (03) 5427-1638                                   |

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| Housing Coordinators | Chiaki HASEGAWA (Ms.) , Ayano FUJITO (Ms.)<br>Group E-mail: <a href="mailto:keio_dormitory_contact@info.keio.ac.jp">keio_dormitory_contact@info.keio.ac.jp</a><br>Tel: +81 (03) 5427-1568<br>Fax: +81 (03) 5427-1569  |
| Emergency Contacts   | 1. Chihiro UEDA (Ms.) - Manager, International Exchange Services Group, Office of Student Services<br>Tel: +81 (0) 90-3685-3456<br>2. Hideko SUMITA (Ms.) - Administrative Director, International Exchange Services Group, Office of Student Services<br>Tel: +81 (0) 90-8463-6294 |

## WEBSITES

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| Official Website of Keio University: <a href="http://www.keio.ac.jp/en/">www.keio.ac.jp/en/</a><br>Official Website of Keio International Center: <a href="http://www.ic.keio.ac.jp/en/">www.ic.keio.ac.jp/en/</a><br>Official Website for Incoming Exchange Students: <a href="http://www.ic.keio.ac.jp/en/study/exchange/apply.html">www.ic.keio.ac.jp/en/study/exchange/apply.html</a> |
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## PROGRAM INFORMATION

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| Programs open to exchange students | <p><b>1.Keio International Program (KIP)</b><br/>A comprehensive program designed for exchange students who want to study about Japan and East/Southeast Asia in English and take Japanese language courses as well<br/>*Students with advanced Japanese proficiency may also take undergraduate courses in Japanese offered by faculties.<br/><a href="http://www.ic.keio.ac.jp/en/study/exchange/courses/kip.html">www.ic.keio.ac.jp/en/study/exchange/courses/kip.html</a></p> <p><b>2.Japanese Language Program (JLP)</b><br/>An Intensive program for students who wish to focus on Japanese language learning<br/><a href="http://www.ic.keio.ac.jp/en/study/exchange/courses/jlp.html">www.ic.keio.ac.jp/en/study/exchange/courses/jlp.html</a></p> <p><b>3.Research Program</b>(Open only to graduate exchange students)<br/>A graduate-level program for students who wish to conduct research under the supervision of an academic advisor at Keio University<br/><a href="http://www.ic.keio.ac.jp/en/study/exchange/courses/research.html">www.ic.keio.ac.jp/en/study/exchange/courses/research.html</a></p> |
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## COURSE INFORMATION

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| Courses available for exchange students                       | <a href="http://www.ic.keio.ac.jp/en/study/exchange/courses/courses_available_for_exchange_students.html">www.ic.keio.ac.jp/en/study/exchange/courses/courses_available_for_exchange_students.html</a>   |
| Courses conducted in English open for exchange students       | <p><b>International Center Courses</b></p> <p>The curriculum of the International Center Courses focuses on Japan and East/Southeast Asia as a central theme. There are about 80 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><b>Keio Economics Professional Career Program (PCP)</b></p> <p>The Professional Career Program (PCP) courses are offered by the Faculty and the Graduate School of Economics.</p> <p><b>Global Passport Program Courses (GPP)</b></p> <p>The GPP (Global Passport Program) courses are offered by the Faculty and the Graduate School of Business and Commerce.</p> |
| Courses conducted in Japanese (Undergraduate Faculty Courses) | <p>Students who have Japanese language proficiency equivalent to JLPT level N2 or above may take courses in Japanese offered by various Keio University undergraduate faculties.</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>  |
| Japanese Language Courses                                     | <p><b>for Keio International Program (KIP) and Research Program:</b></p> <p>"Keio Japanese Courses" (a new Japanese language courses) are offered by the Center for Japanese Studies. These courses include subjects in 7 study levels from elementary to advanced, in which students can effectively learn the Japanese language in a short period of time and balance their studies in Japanese language with other courses.</p> <p><b>for Japanese Language Program (JLP):</b></p> <p>JLP subjects are offered by the Center for Japanese Studies for students who would like to focus on Japanese language learning. Main Course, which is the core of the Japanese Language Program, is characterized by having a broad range of subject options.</p>   |

## GENERAL INFORMATION

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| GPA requirement  | There is no GPA requirement to apply for our exchange program.  |
| Required level of language proficiency                                   | There is no language proficiency requirement for application.   |
| 2019-2020 Important Dates  | <p><u>2019 Spring Semester (First Semester)</u><br/>           Check-in Dates for Keio Housing: March 22 &amp; 23<br/>           Orientation date: March 25 &amp; 27<br/>           Final Exam Period: Until August 1, 2019<br/>           (Exams for regular faculty courses held at Hiyoshi last until August 3)</p> <p><u>2019 Fall Semester (Second Semester) *Tentative</u><br/>           Check-in Dates for Keio Housing: September 4,5,6<br/>           Orientation for Exchange Students: September 9<br/>           Final Exam Period: Until January 30, 2020<br/>           (Exams for regular faculty courses held at Hiyoshi last until February 4)</p> <p>For details, please refer to our website:<br/> <a href="http://www.ic.keio.ac.jp/en/study/exchange/academic_calendar.html">www.ic.keio.ac.jp/en/study/exchange/academic_calendar.html</a></p> |
| Dates when official transcripts are sent out to the partner universities | For Fall Semester: after April 1<br>For Spring Semester: after September 22   |
| Scholarship availability (if any)  | JASSO scholarship: All exchange students may apply if they meet the specific requirement. For AY2018, JASSO scholarships are available for approx. 20% of exchange students.  |
| Note for transfer students   | Transfer students who wish to apply for the JLP must have completed at least one semester at a home university (nominating institution) at the time of application. The student must be able to submit a transcript and a recommendation letter from the home university.   |

## NOMINATION

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| Nomination deadlines | 2019 Fall Semester admission: <b>March 29, 2019</b><br>2020 Spring Semester admission: <b>October 4, 2019</b>   |
| Nomination form      | <a href="https://wwwdc01.adst.keio.ac.jp/kj/ic/exchange/2019F_nomination_incoming_ex.html">https://wwwdc01.adst.keio.ac.jp/kj/ic/exchange/2019F_nomination_incoming_ex.html</a> |

## APPLICATION

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| Application deadlines | 2019 Fall Semester admission: <b>March 29, 2019</b><br>2020 Spring Semester admission: <b>October 4, 2019</b> |
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| Website for application information | <p>Please note that the application information will <b>NOT</b> be sent via e-mail to your nominees from our office. We kindly ask for your cooperation in directing your students to visit our website for application instructions.</p> <p>Application Information:<br/> <a href="http://www.ic.keio.ac.jp/en/study/exchange/apply.html">www.ic.keio.ac.jp/en/study/exchange/apply.html</a></p> <p>Online Application:<br/> <a href="https://studyabroad-apply.gakuji.keio.ac.jp/inbound">https://studyabroad-apply.gakuji.keio.ac.jp/inbound</a></p> <p>Application documents need to be uploaded:</p> <ul style="list-style-type: none"> <li>• Study proposal *</li> <li>• One recommendation letter</li> <li>• Official academic transcript</li> <li>• Certificate of health*</li> <li>• Passport copy</li> <li>• Photo</li> <li>• Certificate of financial support</li> <li>• Application for Certificate of Eligibility (visa document) *</li> </ul> <p>*Prescribed forms are downloadable at our website:<br/> <a href="http://www.ic.keio.ac.jp/en/study/exchange/apply/application_documents.html">www.ic.keio.ac.jp/en/study/exchange/apply/application_documents.html</a></p> |
| Additional information              | <p>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.</p> <p><u>Keio University does <b>not</b> arrange early exams even for those who wish to leave early due to graduation or academic schedule conflicts.</u></p>  |

### APPLICATION & SELECTION TIMELINE

| Spring Admission                   | Fall Admission                         | Procedures   |
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| October 5                          | March 30                               | <u>Nomination &amp; Application deadline</u>   |
| October - November                 | April - May                            | Screening of application documents by the Keio exchange student selection committee.   |
| Mid-December                       | Mid-June                               | Once accepted, students will be able to download the acceptance letter from their online account. If you need a copy of the acceptance letter of each student, please ask your students to download the letter from their online account and submit it to your office. |
| Mid-December                       | Mid-June                               | Housing information will be sent by e-mail.  |
| Mid-February                       | Late July                              | Keio will send accepted students the Certificate of Eligibility. With this certificate, students can apply for a student visa at the Japanese Embassy or consulate.  |
| Late March<br>*Usually around 23rd | Early September<br>*Usually around 7th | Housing check-in   |
| Late March                         | Mid-September                          | Orientation for exchange students  |

## HOUSING INFORMATION

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| Availability of university dormitories | Keio housing (accommodations subsidized by Keio) is <b>GUARANTEED</b> for exchange students if they apply for housing on time.   |
| Rent (subject to change)               | The rent charged to students varies from ¥55,000 to ¥79,100 yen (approx. \$500 to \$800). 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 including the application procedures to students together with their acceptance letter.   |
| Additional important information       | No airport pick-up services are provided for students.<br>Detailed directions will be given by e-mail after the student's dormitory is confirmed.  |

## LIVING EXPENSES

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| Monthly living costs | Taking utilities, food, clothes, transportation, books and miscellaneous expenses into consideration, monthly living costs should come to about ¥130,000 - ¥170,000.   |
| Example              | Keio Housing*: ¥55,000 - ¥79,100<br>Food: ¥30,000 - ¥60,000<br>Clothes: ¥10,000 - ¥20,000<br>Books: ¥7,000<br>Transportation: ¥8,000+<br>Medical Insurance: ¥1,500<br>Mobile Phone: ¥5,000+<br>Miscellaneous: ¥15,000  |
| Important Notes:     | 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 their country's currency) per month for the expected period of stay. 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. |