



# Keio University Exchange Program

## Faculty of Economics, Graduate School of Economics

### Information Sheet 2019-2020

#### NAME OF INSTITUTION

Keio University

#### CONTACT INFORMATION

Address	Faculty of Economics / Graduate School of Economics Section, Office of Student Services Keio University 2-15-45 Mita, Minato-ku Tokyo 108-8345, JAPAN
Administrative Coordinator and Student Exchange Inquiries	Faculty of Economics / Graduate School of Economics Section, Office of Student Services Group E-mail: <a href="mailto:mita-kei@adst.keio.ac.jp">mita-kei@adst.keio.ac.jp</a> , <a href="mailto:pcpsec@pcp.econ.keio.ac.jp">pcpsec@pcp.econ.keio.ac.jp</a> Tel: +81 (0)3 5427-1556 Fax: +81 (0)3 5427-1559

#### GENERAL INFORMATION

Programs open to exchange students	<p>※ <b>Incoming exchange students are to be enrolled in the <u>Faculty Exchange Undergraduate Program for short-term international students</u> or the <u>Faculty Exchange Postgraduate Research Program</u>.</b></p> <p><b>Undergraduate Program for Short-term International Students</b></p> <p>Comprehensive program designed for short-term international students coming to Keio based on an exchange agreement with the Faculty of Economics and/or the Graduate School of Economics.</p> <p>*Students in this Undergraduate Program can take courses offered by the Faculty of Economics as well as KIP and Japanese language courses. (Japanese language courses: up to 4 subjects per semester)</p> <p><b>Postgraduate Research Program</b></p> <p>Graduate-level program for graduate students who wish to conduct research under the supervision of an academic advisor and/or to take courses at Keio University.</p> <p>*Students in the Postgraduate Research Program are eligible to take the courses in the Faculty of Economics, the Graduate School of Economics as well as the international center courses and Japanese language courses. (Japanese language courses: up to 4 subjects per semester)</p>
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<p>Courses conducted in English</p>	<p><b>Courses on Economics</b></p> <p>Course list:  Faculty of Economics (undergraduate courses)  <a href="http://www.econ.keio.ac.jp/en/undergraduate/curriculum/english">http://www.econ.keio.ac.jp/en/undergraduate/curriculum/english</a>  Graduate School of Economics  <a href="http://www.econ.keio.ac.jp/en/graduate/curriculum/english">http://www.econ.keio.ac.jp/en/graduate/curriculum/english</a></p> <p><b>Professional Career Program (PCP)</b></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:  <a href="http://www.econ.keio.ac.jp/en/undergraduate/pcp/curriculum">http://www.econ.keio.ac.jp/en/undergraduate/pcp/curriculum</a></p> <p><b>International Center Courses</b></p> <p>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 list:  <a href="http://www.ic.keio.ac.jp/en/aboutic/aboutcourse/list.html#international">http://www.ic.keio.ac.jp/en/aboutic/aboutcourse/list.html#international</a></p> <p><b>Global Passport Program Courses (GPP)</b></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:  <a href="http://www.ic.keio.ac.jp/en/aboutic/aboutcourse/list.html#GPP">http://www.ic.keio.ac.jp/en/aboutic/aboutcourse/list.html#GPP</a></p>
<p>Japanese language courses</p>	<p><b>Keio Japanese Courses (KJC)</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><a href="http://www.ic.keio.ac.jp/en/study/exchange/courses/kjc.html">http://www.ic.keio.ac.jp/en/study/exchange/courses/kjc.html</a></p>

Courses conducted in Japanese (Undergraduate Courses)	Students who have Japanese language proficiency equivalent to JLPT level N2 may take courses in Japanese offered by the various Keio University faculties. *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.
GPA requirement	There is no GPA requirement for applying to our exchange program.
Required level of language proficiency	As per mutual agreement
2019-2020 academic calendar	<u>2019 Fall Semester (Second Semester) *tentative</u> Keio Housing check-in: Early September Orientation date: Mid-September Class begins: Mid-September for KJC classes Late September for other classes Class ends: Late January for KJC classes Late January-early February for other classes <u>2020 Spring Semester (First Semester) *tentative</u> Keio Housing check-in: Mid-late March Orientation date: Mid-late March Class begins: Late March for KJC/JLP classes Early April for other classes Class ends: Early August
Dates when official transcripts are sent out to the partner universities	For Spring Semester: after September 22 For Fall Semester: after April 1 *Please note that we cannot issue official transcripts before the designated dates stated above.

## APPLICATION

Application deadlines	2019 Fall Semester admission: <b>April 30, 2019</b> 2020 Spring Semester admission: <b>October 31, 2020</b>
Application information	Detailed application information will be provided for students who have been nominated by their home university. See also: <a href="http://www.econ.keio.ac.jp/en/undergraduate/abroad/exchange/documents">http://www.econ.keio.ac.jp/en/undergraduate/abroad/exchange/documents</a>  * Application procedures for the faculty-wide exchange program and university-wide exchange programs are different. Students who have been nominated for their exchange in the Faculty of Economics / Graduate School of Economics do NOT need to register online application. Please also note that application documents for the economics department are different from those for Keio International Center.  <b>Step 1: Nomination by home university</b> If you wish to nominate your students to Keio University, please send us their following information:

First Name, Family Name, Gender, Date of Birth, Nationality, Term of Exchange (Year and Spring/Fall), Level (Graduate or Undergraduate), and Email Address

### Step 2: Submit application documents

#### Application Documents

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. Certificate of financial Support
9. One copy of passport
10. One photocopied set of documents

\* Nomination letter and recommendation letter must be signed by a person who nominates or recommends the student.

### Step 3: Submit visa documents

#### Visa Documents

Send your APPLICATION FOR CERTIFICATE OF ELIGIBILITY (3 pages) to the following e-mail address in Excel format:

<[mita-kei@adst.keio.ac.jp](mailto:mita-kei@adst.keio.ac.jp)> AND <[pcpsec@pcp.econ.keio.ac.jp](mailto:pcpsec@pcp.econ.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 31	April 30	<u>Nomination &amp; Application deadline</u>
November	May-June	Confirmation 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 email.

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 23rd	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 costs should come to about ¥130,000 - ¥170,000.
Example	Keio Housing*: ¥51,000(room only) - ¥78,000 (breakfast and dinner inclusive for weekdays) *Utilities included Food: ¥30,000 - ¥60,000 Clothes: ¥10,000 - ¥20,000 Books: ¥7,000 Transportation: ¥8,000+ Medical Insurance: ¥1,500 Cellular Phone: ¥5,000+ 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 the student's currency) per month for the expected period of stay (six months or eleven months). 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.

## HOUSING

Availability of university dormitories	There are several accommodations subsidized by Keio. Upon request, the administrative staff assists exchange students in applying for the dormitories.
Rent (subject to change)	The rent charged to students varies from ¥51,000 - ¥78,000 (subject to change). Residents will also be charged non – refundable deposit.

Application procedures for housing	We will send housing information and application procedures to students together with their acceptance letter.
Additional important information	No airport pick-up services are provided for students. Detailed directions will be given by e-mail after the student's dormitory is confirmed.

## WEBSITES

Official Website of Keio University: [www.keio.ac.jp/index-en.html](http://www.keio.ac.jp/index-en.html)  
 Official Website of Faculty / Graduate School of Economics: <http://www.econ.keio.ac.jp/en/>  
 Official Website of Keio International Center: [www.ic.keio.ac.jp/en/](http://www.ic.keio.ac.jp/en/)  
 Official Website for Incoming Exchange Students: [www.ic.keio.ac.jp/en/study/exchange/apply.html](http://www.ic.keio.ac.jp/en/study/exchange/apply.html)

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 KEIO UNIVERSITY, TOKYO, JAPAN