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Keio Double Degree Program

**Graduate School of Science and Technology
Keio University**

Application Guide

September 2022 Enrollment

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.”

The names of individuals, their addresses, and other personal information provided during application will be used by the various departments of Keio University to (1) implement entrance examinations (processing applications and holding exams), (2) announce final results, (3) carry out admissions procedures, (4) carry out administration, communication, and procedures for matters concerning academic affairs after enrollment, (5) carry out administration, communication, and procedures for matters concerning general student life after enrollment, as well as to manage any other matters that accompany these items.

For the above functions, part of the work is outsourced to contractors entrusted by the Admissions Office of Graduate School of Science and Technology 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.

In principle, Keio University will not disclose personal information of individuals to third parties. 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 individual will be used as survey and research material for the selection of new students to the university. Thank you for your understanding.

Security Export Controls at Keio University

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>

Keio Double Degree Program

In September 2003, the Graduate School of Science and Technology launched the International Graduate Programs on Advanced Science and Technology in which all courses are conducted in English, making it possible for students from abroad to earn a degree at the Graduate School of Science and Technology without having competence in Japanese. In 2005, Keio University started its double degree programs with European institutions. When a student fulfills the degree requirements at both Keio and his/her home institution, the student is awarded with degrees from both institutions. This highly internationalized environment has around 200 international students.

Types of Degrees

Students on the Double Degree Program may pursue studies leading to any of the following master's degrees awarded by Keio University:

School	Type of Degree Offered
School of Fundamental Science and Technology	Master of Science in Engineering or Master of Science
School of Integrated Design Engineering	Master of Science in Engineering or Master of Science
School of Science for Open and Environmental Systems	Master of Science in Engineering

Double Degree Partner Institutions

Belgium	Université catholique de Louvain Université libre de Bruxelles
France	Groupe des Écoles Centrales École Centrale de Lille École Centrale de Lyon École Centrale de Marseille École Centrale de Nantes CentraleSupélec Institut Mines-Télécom (IMT) IMT Atlantique IMT Lille Douai IMT Mines Albi-Carmaux IMT Mines Alès Mines Nancy Mines Saint-Étienne Télécom SudParis MINES ParisTech
Germany	Leibniz Universität Hannover RWTH Aachen University Technische Universität München
Italy	Politecnico di Milano

Spain	Universidad Politécnica de Madrid
Sweden	KTH Royal Institute of Technology Lund University

Curriculum

The master's program of the Graduate School of Science and Technology aims for the establishment of advanced fundamentals in science and technology through coursework and independent research projects under appropriate guidance from faculty members.

The Graduate School of Science and Technology consists of three schools and each school consists of several centers of learning and research. (The below list is accurate as of April 2020.)

1) School of Fundamental Science and Technology

- Center for Mathematics
- Center for Physics
- Center for Molecular Chemistry
- Center for Applied Physics and Physico-Informatics
- Center for Chemical Biology
- Center for Biosciences and Informatics

2) School of Integrated Design Engineering

- Center for Multidisciplinary and Design Science
- Center for System Integration Engineering
- Center for Electronics and Electrical Engineering
- Center for Material Design Science

3) School of Science for Open and Environmental Systems

- Center for Space and Environment Design Engineering
- Center for Science of Environment and Energy
- Center for Applied and Computational Mechanics
- Center for Information and Computer Science
- Center for Open Systems Management

Students are affiliated to one of the schools and conduct research under the supervision of an academic advisor who is a member of one of the centers within that particular school. Although the academic advisors are members of one of the centers, students do not belong to any specific center. This is to allow the students to develop a broad perspective that is not restricted by the framework of their advisor's center.

Language

English

(Students can take courses conducted in Japanese depending on their level of Japanese proficiency.)

Requirements for Completion

The following are the requirements for completion of a master's degree at the Graduate School of Science and Technology:

- 1) At least one academic year of study in the graduate program (standard duration is two academic years).
- 2) Acquisition of at least 30 credits, including 4 credits for Independent Study and 6 for Graduate Research 1, and approval of a master's thesis. Each course is usually worth 2 credits, i.e., a student will typically take at least 10 courses in order to fulfill the requirement of 20 credits, aside from the 10 credits required for the Independent Study and Graduate Research 1.

Application

1. Admissions Criteria

Each nominee will be screened based on the content of the submitted documents.

2. Application and Admission Schedule

- 1) Note that all times and dates are written in Japan Standard Time.
- 2) Also note that all application documents must be submitted through our partner institutions by post and arrive at the Admissions Office by the stated deadlines below. For the internal deadline set by each partner institution, please contact the international office of applicant's home institution.
- 3) We do not accept late submissions or documents submitted in person.

Double Degree Program	DD-Application Period I (December Application)	DD-Application Period II (April Application)
Online application period	9:00, October 1 – 17:00, November 26, 2021	9:00, March 1 – 17:00, March 31, 2022
Period for submitting application documents by post	October 1 – December 2, 2021	March 1 – April 6, 2022
Announcement of results	Early February, 2022	Early June, 2022
Enrollment	September 2022	September 2022

3. Contacting a Faculty Member before Making an Application

Before submitting an application, you must contact a prospective academic advisor to discuss a research plan thoroughly and receive instructions as to which school you should apply to. **Applicants who have failed to do so prior to submitting their applications have a much smaller chance of acceptance, and in some cases, their applications may be rejected.**

Choose your prospective academic advisor from among the faculty members who are qualified to be a thesis advisor.

For information on our faculty members, click on the “Staff Profile” below the photograph of each faculty member on the following web page:

<https://www.st.keio.ac.jp/en/tprofile/>

4. Application Process

Complete the following steps to prepare your application.

Step 1: Contact the international office at your home institution for nomination procedures.

- Only students who have been nominated by the partner institutions can apply for the Double Degree Program.

Step 2: Prepare your application documents.

- Contact your prospective academic advisor and get permission from him/her to study under his/her supervision.
- Identify and contact your recommenders (individual who will write a recommendation letter for you).
- Request your home university to issue the Transcript Request Form (prescribed form), and the original or a certified true copy of your academic transcripts.

Step 3: Complete the online application.

- Create your Applicant ID and fill out all the prescribed forms on the online application system.

Step 4: Submit the application documents to the international office of your home institution.

Submit your application documents and the recommendation letter to the international office of your home institution. Your home institution will send them together with a nomination letter, official transcripts, and the Transcript Request Form to the Admissions Office by post.

Notes

- 1) Applications are accepted only if applicants complete the document submission online and the application documents sent by post mail are received by the Admissions Office by the deadline.
- 2) Application documents sent by post cannot be returned to the applicant.

5. Application Documents

Applicants for the Double Degree Program are required to submit all of the documents in the chart below.

Online application system website: <https://webentry.st.keio.ac.jp/DD/>

Notes

- A) Please check the accuracy of all materials before sending. Incomplete applications will not be processed.
- B) All documents must be submitted in English or Japanese.
- C) Write your name as it appears on your passport or birth certificate.
- D) Submitted documents will not be returned under any circumstances.

Application Documents	How to Prepare the Documents	How to Submit the Documents
Documents to be prepared by applicant		
1. Application Form	1) On the online application system, click “Register/Modify” in the “Application Form (in English)” section and fill it in. 2) Click “Save” and a PDF file will be created automatically. 3) Print out the Application Form and submit it to the international office of your home institution.	Both ■ Online by applicant ■ By post from home institution
2. Financial Statement	1) On the online application system, click “Register/Modify” in the “Financial Statement” section and fill it in. 2) Click “Save” and a PDF file will be created automatically. 3) Print out the Financial Statement and submit it to the international office of your home institution.	Both ■ Online by applicant ■ By post from home institution
3. Statement of Purpose	1) Download the prescribed form from the website below and fill it in. https://www.st.keio.ac.jp/en/students/ic/dd.html 2) Print out the form and sign at the designated section. 3) Scan and upload the form on the online application system. 4) Submit the signed form to the international office of your home institution.	Both ■ Online by applicant ■ By post from home institution
4. Copy of e-mail communications between you and your prospective academic advisors	1) Upload the e-mail communications between you and your prospective academic advisors on the online application system. 2) Submit a copy of the e-mail communications to the international office of your home institution.	Both ■ Online by applicant ■ By post from home institution
5. One (1) Letter of Recommendation	1) The recommender must be in a position to appraise the applicant’s potential for graduate study. 2) Request the recommender to fill out the prescribed recommendation, enclose it in an envelope, seal it, sign it across the seal, and return it to the applicant. The prescribed recommendation form can be downloaded at the website below: https://www.st.keio.ac.jp/en/students/ic/dd.html 3) Submit the original letter in the sealed envelope to the	■ By post from home institution

	international office of your home institution.	
6. Copy of passport	<ol style="list-style-type: none"> 1) Within the online application system, upload a scan of the passport page containing personal details including your name, date of birth, nationality, etc. 2) Submit a copy of the page to the international office of your home institution. 	<p>Both</p> <ul style="list-style-type: none"> ■ Online by applicant ■ By post from home institution
7. Two (2) photos (4x3 cm, color, glossy, no background, taken within the past 3 months)	<ol style="list-style-type: none"> 1) These photos will be used for the Application for Certificate of Eligibility to be submitted to the Immigration Bureau of Japan and for your student ID card which will be issued after gaining admission to Keio University. 2) Check the photo specifications at the website below: http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html 3) Write your name on the back of the photos and submit them to the international office of your home institution. 	<ul style="list-style-type: none"> ■ By post from home institution
Documents to be provided and sent by applicant's home institution		
8. Transcript Request Form	<ol style="list-style-type: none"> 1) This prescribed form must be filled out by a registrar of the applicant's home institution to provide Keio University with supplementary information about the applicant's undergraduate academic records. 2) Download the form from the website below and forward it to the registrar at the same time as you request academic transcripts of your undergraduate program. https://www.st.keio.ac.jp/en/students/ic/dd.html 	<ul style="list-style-type: none"> ■ By post from home institution <p>All documents must be sealed.</p>
9. Original or certified true copy of academic transcripts	<ol style="list-style-type: none"> 1) Request your home institution to issue an original or certified true copy of academic transcripts of your undergraduate and graduate program. 2) Academic transcripts must be issued in English or Japanese. Transcripts in a language other than English or Japanese must be accompanied by English or Japanese translations certified by a notary public or the school issuing the original document. 	<p>Documents submitted by the applicant are not accepted.</p>
10. Official letter from your institution	<ol style="list-style-type: none"> 1) This prescribed form can be downloaded from the website below and must be filled out by the person who is in charge of double degree programs at your home institution. https://www.st.keio.ac.jp/en/students/ic/dd.html 	

Other information

- Information about scholarship application will be available upon enrollment.
- University dormitories are available for double degree students for a period up to two academic years.
- The International Office will support the visa application of successful applicants.

Contact Information

Admissions Office (AO)

Graduate School of Science and Technology, Keio University

3-14-1 Hiyoshi, Kohoku-ku, Yokohama

Kanagawa 223-8522, JAPAN

URL: <https://www.st.keio.ac.jp/en/students/ic/dd.html>

E-mail: ic-yagami@adst.keio.ac.jp

Application Documents Checklist

Documents to be submitted online as well as by post by applicants

- Application Form
- Financial Statement
- Statement of Purpose
- Copy of e-mail communications between you and your prospective supervisors
- Copy of passport

Documents to be submitted by post from the applicant's home institution

- 1 letter of recommendation
- 2 photos
- Transcript Request Form
- Academic transcript
- Official Letter from your institution

All the application documents must be sent to the address given below to be received by the deadline.

Admissions Office

Graduate School of Science and Technology, Keio University

3-14-1 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa, 223-8522, Japan

Phone: +81-45-566-1468