



# Keio University Exchange Program

## Information Sheet 2024-2025

### NAME OF INSTITUTION

Keio University

### CONTACT INFORMATION

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Housing Coordinators	Group E-mail: <a href="mailto:keio_dormitory_contact@info.keio.ac.jp">keio_dormitory_contact@info.keio.ac.jp</a> Tel: +81 (03) 5427-1568 Fax: +81 (03) 5427-1569
Emergency Contacts	-Keio University Exchange Coordinator (During office Hours) +81 (03)-5427-1798 -Keio University Guard Room (Outside of office hours) +81 (03)-5427-1699

## WEBSITES

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

Programs open to exchange students	<p><b>1.Keio International Program (KIP)</b> A comprehensive program designed for <u>undergraduate and master's graduate students</u> who want to study about Japan and East/ Southeast Asia in English and take Japanese language courses as well *Students with advanced Japanese proficiency may also take undergraduate courses in Japanese offered by faculties. <a href="https://www.ic.keio.ac.jp/en/study/exchange/courses/kip.html">https://www.ic.keio.ac.jp/en/study/exchange/courses/kip.html</a></p> <p><b>2.Japanese Language Program (JLP)</b> An Intensive program for students (Japanese Language learners) who wish to focus on Japanese language learning <a href="https://www.ic.keio.ac.jp/en/study/exchange/courses/jlp.html">https://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) A graduate-level program for <u>master's graduate students</u> who wish to conduct research under the supervision of an academic advisor at Keio University. Students must be enrolled in a graduate school (or equivalent) at their home institution. (If PhD students wish to apply, please contact us in advance since it may be difficult to accommodate a Ph.D. student.) <a href="https://www.ic.keio.ac.jp/en/study/exchange/courses/research.html">https://www.ic.keio.ac.jp/en/study/exchange/courses/research.html</a></p>
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## COURSE INFORMATION

Courses available for exchange students	<a href="https://www.ic.keio.ac.jp/en/study/exchange/courses/courses_available_for_exchange_students.html">https://www.ic.keio.ac.jp/en/study/exchange/courses/courses_available_for_exchange_students.html</a>
Courses conducted in English open to exchange students	<p><b>1. 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 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. For the list of courses, please visit the following website.</p> <p><a href="https://www.ic.keio.ac.jp/en/aboutic/aboutcourse/list_international_center_courses.html">https://www.ic.keio.ac.jp/en/aboutic/aboutcourse/list_international_center_courses.html</a></p> <p><b>2. Courses offered by Faculty / Graduate Schools</b></p> <p>Courses are mostly taught in Japanese, but some English-taught courses are also available. Please note that the limited number of courses are available for exchange students, and priority is given to regular students.</p> <p>For the list of courses which are open to exchange students, please visit the following website.</p> <p><a href="https://www.ic.keio.ac.jp/en/study/exchange/courses/courses_by_faculty.html">https://www.ic.keio.ac.jp/en/study/exchange/courses/courses_by_faculty.html</a></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 undergraduate faculties.</p> <p>*Some registration restrictions and/or course prerequisites may apply.</p>
Japanese Language Courses	<p><b>for Keio International Program (KIP) and Research Program:</b></p> <p>"Keio Japanese Courses" (Japanese language courses for KIP and Research students) are offered by the Center for Japanese Studies. These courses include subjects in 7 study levels from elementary to</p>

	<p>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>  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>
Restricted Courses	<p>Physical education courses, foreign language courses, and courses in the School of Medicine are not open to exchange students.</p> <p>Due to different semester/ term systems, Keio Business School (KBS) Courses are not open to exchange students except for faculty-level exchange students from Copenhagen Business School (CBS).</p>

## GENERAL INFORMATION

GPA Requirement* (*Not applicable for faculty-level incoming exchange students.)	<b>All applicants MUST have at least a cumulative GPA of 3.0 / 4.0 or equivalent.</b>									
English Proficiency Requirements (*Not applicable for faculty-level incoming exchange students.)	<p><b>Applicants for the “Keio International Program (KIP)” or “Research Program (if attending in English)” “need to meet the following English proficiency requirements, unless students qualify for an exemption.</b></p> <table border="1"> <thead> <tr> <th>Intended Program</th> <th>2024 Spring Admission and later</th> </tr> </thead> <tbody> <tr> <td>Keio International Program (KIP)</td> <td>TOEFL iBT 79 or equivalent *1</td> </tr> <tr> <td rowspan="2">Research Program (RP)</td> <td>If attending the program in English TOEFL iBT 79 or equivalent *1</td> </tr> <tr> <td>If attending the program in Japanese No proof of English proficiency required</td> </tr> <tr> <td>Japanese Language Program (JLP)</td> <td>No proof of English proficiency required</td> </tr> </tbody> </table> <p>*1 If one of the following applies to your students, they will be exempted from English proficiency requirements.</p>	Intended Program	2024 Spring Admission and later	Keio International Program (KIP)	TOEFL iBT 79 or equivalent *1	Research Program (RP)	If attending the program in English TOEFL iBT 79 or equivalent *1	If attending the program in Japanese No proof of English proficiency required	Japanese Language Program (JLP)	No proof of English proficiency required
Intended Program	2024 Spring Admission and later									
Keio International Program (KIP)	TOEFL iBT 79 or equivalent *1									
Research Program (RP)	If attending the program in English TOEFL iBT 79 or equivalent *1									
	If attending the program in Japanese No proof of English proficiency required									
Japanese Language Program (JLP)	No proof of English proficiency required									

	<ul style="list-style-type: none"> <li>• Student who is a national from countries where English is the first language</li> <li>• Student who is currently in the degree program where classes are given in English. (Regardless of whether English is the official language of the country)</li> </ul>
<p>Notes for GPA and English proficiency requirements</p>	<p><u>-How to submit English exam scores</u></p> <p>Score reports are NOT required and the expired score reports are also accepted.</p> <p>Upon nomination by the coordinator at the host university of the student(s), please make sure that your students have already obtained the required scores or will obtain the score by the application deadline on your end.</p> <p><u>-Which English Exams should be taken</u></p> <p>We do not have specific rules regarding English proficiency certificates.</p> <p>As long as the certificate is accepted by the home university, it could be used as a valid English proficiency certificate to validate that the student(s) meet the requirement (TOEFL iBT 79 or equivalent).</p> <p>We have set the GPA and English proficiency requirements as guidelines rather than absolute requirements. Therefore, we will be very flexible according to each student's circumstances.</p> <p>We expect some of our partner institutions may face problems when converting students' GPA and English proficiency scores to our requirements, in such cases we accept the student's application as long as the home university determines the student meets our requirements (we do not require any letters issued by home universities.).</p>
<p><b>2024-2025 Important Dates</b></p>	<p><u>2024 Spring Semester</u> *Tentative</p> <p>Check-in Dates for Keio Housing: Mid-Late March</p> <p>Orientation date: Late March</p> <p>Classes start: Early April</p> <p>Final Exam Period: Late July</p> <p>For details, please refer to our website:  <a href="https://www.ic.keio.ac.jp/en/study/exchange/academic_calendar.html">https://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 For Spring Semester: After September 22
Scholarship availability (if any)	Scholarships such as JASSO (only available for <b>university-wide</b> exchanges) are available but are NOT guaranteed for all exchange students since the number of recipients is limited.
Note for transfer students	Transfer students who wish to apply for the <b>JLP</b> must have completed <b>at least one semester</b> at their 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

Nomination deadlines	2024 Spring Semester admission: <b>October 5, 2023</b> 2024 Fall Semester admission: <b>March 30, 2024</b>
Nomination form for <b>2024 Spring</b>	The link will be sent to partners.

## APPLICATION

Application deadlines	2024 Spring Semester admission: <b>October 5, 2023</b> 2024 Fall Semester admission: <b>March 30, 2024</b>
Website for application information	Please note that the application information will <b>NOT be sent via e-mail to your nominees from our office</b> . We kindly ask for your cooperation in directing your students to visit our website for application instructions.  Application Information: <a href="https://www.ic.keio.ac.jp/en/study/exchange/apply.html">https://www.ic.keio.ac.jp/en/study/exchange/apply.html</a>  Online Application: <a href="https://studyabroad-apply.gakuji.keio.ac.jp/inbound">https://studyabroad-apply.gakuji.keio.ac.jp/inbound</a>  Application documents need to be uploaded: <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> For those who hold English exam scores, score reports are NOT required. *Prescribed forms are downloadable at our website: <a href="https://www.ic.keio.ac.jp/en/study/exchange/apply/application_documents.html">https://www.ic.keio.ac.jp/en/study/exchange/apply/application_documents.html</a>
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.

## APPLICATION & SELECTION TIMELINE

Spring Admission	Procedures
October 5	<u>Nomination &amp; Application deadline</u>
October - November	Screening of application documents by the Keio exchange student selection committee.
Mid-December	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	Housing information will be sent by e-mail.
Late February	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.
Mid-Late March (Tentative)	Housing check-in
Late March (Tentative)	Orientation for exchange students

## HOUSING INFORMATION

Availability of university dormitories	We have some off-campus housing that is subsidized by Keio. Exchange students have priority access to a room (but not guaranteed) in these housing arrangements if they complete housing application on time. <a href="https://www.ic.keio.ac.jp/en/study/exchange/housing.html">https://www.ic.keio.ac.jp/en/study/exchange/housing.html</a>
Keio Housing Rent (subject to change)	The rent charged to students varies from JPY 55,000 to JPY 78,400. Students will also be charged a one-time, additional maintenance fee of JPY 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.
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.

## LIVING EXPENSES

Monthly living costs	Taking utilities, food, clothes, transportation, books and miscellaneous expenses into consideration, monthly living costs should come to about JPY 130,000 - JPY 170,000.
Example	Keio Housing*: JPY 55,000 - JPY 78,400 Food: JPY 30,000 - JPY 60,000 Clothes: JPY 10,000 - JPY 20,000 Books: JPY 7,000 Transportation: JPY 8,000+ Medical Insurance: JPY 1,500 Mobile Phone: JPY 5,000+ Miscellaneous: JPY 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 JPY 130,000 (or equivalent in their country's currency) per month for the expected period of stay. There are no scholarships eligible for exchange students to apply after coming to Japan. Please make sure to arrange in their home country. It is also difficult for exchange students to get a part-time job during their exchange period.

Updated July 2023

KEIO UNIVERSITY, TOKYO, JAPAN