

Keio University  
Graduate School of Health Management  
Doctoral Program  
Application Guidebook for April 2024  
Entrance Examinations

Keio University



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### **1. Admissions Policy**

In the doctoral program, it is expected that students have fulfilled the above requirements for obtaining a master's degree in this graduate school and possess the ability to become a leading researcher or practitioner in the field of health, medicine, and welfare. The admission process evaluates the applicant's knowledge and research capabilities in their specialty area, based on their motivation letter, research proposal, letters of recommendation, and English proficiency test results. The doctoral program entrance exam is held twice a year, in November and January. The program welcomes applicants who have completed a master's program in other fields. It is also possible to complete the program entirely in English and obtain a doctoral degree.

### **2. The Management of Personal Information at Keio University**

At Keio University, personal information is managed safely and appropriately in compliance with the university's "Basic Policy Concerning Protection of Personal Information" and "Rules to Protect Personal Information."

Personal information provided when making an application, completing admissions procedures, and issuing notifications following graduation, including names, addresses, and other details, will be used at each department of Keio University for 1) processing applications for, and conducting of, entrance examinations, as well as announcements of final results; 2) admission procedures; 3) administration, correspondence, and procedures relating to academic affairs, including academic

activities to which the student contributes; 4) administration, correspondence, and procedures relating to general student life; 5) administration, correspondence, and procedures relating to the use of university facilities and equipment; 6) communications for soliciting donations, notification regarding school bonds, and inviting recipients to join the Keio Iji-kai (Support Group) or apply for the Keio Card; 7) sending documents to students and guarantors and other communications; and 8) dispatching documents related to the Mita-kai (alumni association); and any other matters accompanying these tasks. Additionally, the data of personal information that has been statistically processed so that individuals cannot be identified will be used as survey and research material for the selection of entrants to the university.

Specific duties will be undertaken by contractors commissioned by Keio University (hereinafter “commissioned contractors”) to perform the tasks outlined above. When outsourcing tasks, all or part of the personal information provided by applicants may be shared with commissioned contractors to the extent that it is necessary to carry out their duties. Keio University may also share personal information following graduation, within the extent that this is required for procedures and screenings, upon request from the Mita-kai (Alumni Associations), as part of its support for the Mita-kai’s activities.

Exceptions may be made to share personal information with third parties in cases where there is a legal obligation to disclose information, or when it is deemed necessary to protect the life, physical wellbeing, property, or other rights and interests of the student or a third party and it is not possible to obtain the consent of the student in question. Keio University will not provide personal information to a third party in any circumstances other than those described above.

You will hereby be deemed to be in agreement with the above matters, in undertaking all procedures. Please read and consider these factors thoroughly before consenting.

### **3. Special Measures for Applicants in Areas Affected by Large-scale Natural Disasters**

For the purpose of reducing the financial burden on applicants who live in areas affected by large-scale natural disasters (areas designated by the Japanese Government as having experienced a “Disaster of Extreme Severity”), Keio may take special measures based on the situation in the affected areas. For details and application materials, refer to the following information.

URL: <https://www.keio.ac.jp/ja/admissions/> TEL: 03-5427-1566 (Admissions Center)

### **4. Applicants with Disabilities**

If you have a disability and need special provisions for admissions procedures and enrollment, please contact the Administration Office of the Graduate School of Health Management at least one month before the start of the application period.

## 5. Security Export Controls

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>.

## 6. Overview of the Graduate School of Health Management

Name of Graduate School	Graduate School of Health Management
Name of Major	Major in Nursing Major in Public Health, Sport and Health Sciences
Degree	Major in Nursing Ph.D. in Nursing Major in Public Health, Sport and Health Sciences Ph.D. in Public Health Ph.D. in Health Care Management Ph.D. in Sports Management
The term of education	3 years
Campus	Shonan Fujisawa Campus <b>Note:</b> Although most classes and research supervision will take place in the Faculty of Nursing and Medical Care building on Shonan Fujisawa Campus, some classes and supervision will be held in the Koyosha on Shinanomachi Campus, etc.

## 7. Overview of Entrance Examinations

### Application Schedule

	Application Period I	Application Period II
Application Period	October 19-25, 2023	December 15-19, 2023
Examination Date	November 18, 2023	January 20, 2024
Announcement of Results	November 24, 2023	January 25, 2024
Enrollment Registration	December 4-8, 2023	February 5-8, 2024

## Admission Quota

Major in Nursing: 5

Major in Public Health, Sport and Health Sciences: 5

\*The admission quota includes students to be admitted in Application Period I and Application Period II.

## **8. Pre-application Process**

### Important notes concerning the entrance examination in general

1. The following policy applies in the event that information provided in the application or the individual eligibility review is discovered to be incorrect or fraudulent, regardless of the reason:
  - a. During the screening process of the applicant's application  
The applicant will be deemed to be ineligible for this program, and the application fee they have paid will not be refunded.
  - b. After the applicant has been accepted for enrollment  
The applicant's acceptance for enrollment will be revoked, and the application fee they have paid will not be refunded.  
The required academic fees and expenses that have already been paid will be refunded.
  - c. After the applicant has enrolled in this program  
The applicant will be expelled from this program, and neither the application fee nor the required academic fees and expenses they have paid will be refunded.
2. If you are an applicant whose status is "expected graduation from Master's course," you are required to graduate from the Master's course by March 31, 2024. If you fail to do so, your enrollment will be cancelled.
3. We are unable to respond to any inquiries regarding the applicant eligibility screening and results.

### Application Period

Application Period I: October 19-25, 2023

\*Online Registration Period: 10:00 a.m. October 19, 2023 through 3:00 p.m. October 25, 2023 (JST, UST+09)

Application Period II: December 15-19, 2023

\*Online Registration Period: 10:00 a.m. December 15, 2023 through 3:00 p.m. December 19, 2023 (JST, UST+09)

Within Japan: Submitted documents must be postmarked during the period above (締切日消印有効) .

From outside Japan: Submitted documents must arrive at Keio University by the final date of the period above (締切日必着) . You may post your application documents before the application period.

**Please be aware that there are different submission deadlines depending on whether applications are sent from Japan or overseas. Make sure to send application documents well in advance since applications that arrive after the deadline will not be eligible for consideration.**

### Eligibility Requirements

Satisfying any of the following requirements qualifies you to apply.

1. You have obtained or are expected to obtain a Master's degree or a Professional degree by the time of enrollment.
2. You have obtained a Master's degree, a Professional degree, or equivalent degree from an educational institute outside Japan.
3. You meet the criteria set by the Ministry of Education, Culture, Sports, Science and Technology.
4. You are aged 24 or over at the time of enrollment and recognized by Keio University as having qualifications equivalent to those listed in 1-3 above.

**Note:** The curriculum for the Major in Nursing was created so that people who have learned the fundamentals of nursing can pursue greater specialization. Applicants for the Major in Nursing are expected to have completed a basic education degree program in nursing.

### Acceptance from research supervisor

Applicants must discuss their research plans in detail with a graduate school committee member of the program they wish to participate in, and obtain that committee member's preliminary consent to become the applicant's research supervisor. **For the online registration, applicants are required to input the date when the supervisor accepted them.** Also, applicants must make sure that they choose a program that matches their research supervisor's program.

### Preparing the documents required for the application

#### 1. Important notes concerning the application

- (1) Applications will not be accepted unless all of the documentation is complete.
- (2) Unless otherwise stated, applicants should submit the original application documents. Copies of documents will not be accepted.
- (3) Applicants should take special care to ensure there are no mistakes in any of the entries relating to their personal identity, such as their name or date of birth. In cases where an applicant commonly uses a separate name or has multiple names, they will need to submit certification confirming their identity along with the application.
- (4) Applicants submitting documentation other than in Japanese or English will need to have this translated and attach proof obtained from a public body, such as an embassy or the university from

which they graduated, stating that its contents are an accurate reflection of the original.

(5) Under no circumstances will documentation be returned to applicants once submitted.

(6) Applicants must use A4 paper for any documents that are to be copied or printed out. **Only use single-sided, not double-sided printing.**

## 2. Online Registration

All applicants are required to complete online registration procedures at the URL below. The application form needs to be submitted along with other required documents.

**<https://www.guide.52school.com/guidance/net-keio-g/>**

**Note:** You will not be able to change your application information after you have completed the online registration. Please confirm your application information well before finalizing registration. If you completed the payment and registered the wrong information, do not re-register but rather contact the Administration Office of the Graduate School of Health Management.

### List of Required Documents

Documents	Important Notes
A. Application Form	<ul style="list-style-type: none"> <li>• Check the Application Form via the “Application Confirmation” button on the website below. Download and print out the Application Form on A4 (single-sided). Application form is downloadable after you have completed payment of application fee and registering ID photo. <b><a href="https://www.guide.52school.com/guidance/net-keio-g/">https://www.guide.52school.com/guidance/net-keio-g/</a></b></li> <li>• Do not add any extra details on the Application Form.</li> </ul>
B. Personal History, Aspirations and Motivations for Applying, Research Plan (Prescribed Form)	<ul style="list-style-type: none"> <li>• Download and print out the prescribed form from the Graduate School of Health Management website.</li> <li>• Fill out the required items on the prescribed form, which is to be used as the original. Do not staple the sheets together.</li> <li>• <b><u>Because the document screening and interview examination will be based on this document, it should be filled out only after careful consideration.</u></b></li> <li>• The form may be typed instead of handwritten. Applicants intending to paste word-processed entries directly onto the form must ensure they are stuck securely within the designated spaces.</li> <li>• <b><u>The section for the applicant’s name must be handwritten.</u></b></li> </ul>
C. Copies of the Personal History, Aspirations and Motivations for	<ul style="list-style-type: none"> <li>• Applicants should prepare three sets of the Personal History, Aspirations and Motivations for Applying, Research Plan arranged in order from D1 to D4 (four pages) comprising the original and two identically sized copies (printed single-sided).</li> </ul>

Applying, Research Plan	<ul style="list-style-type: none"> <li>• Each set should be stapled together with one staple positioned vertically within the blank margin (approx. 1 cm) in the top left-hand corner.</li> </ul>
D. Applicant Evaluation Form	<ul style="list-style-type: none"> <li>• Download and print out the prescribed form from the Graduate School of Health Management website.</li> <li>• The applicant's academic advisor for their graduate school master's program should fill out the prescribed form (D5). If there is no one suitable, the form can be filled out by someone who is able to assess the attributes of the applicant.</li> <li>• The prescribed form (D5) should be sealed in an envelope with the mailing label for the Applicant Evaluation Form attached and the seal or signature of the person who completed the form affixed. Use an envelope readily available at shops.</li> <li>• This form is not required for persons who have completed (or are expected to complete) a master's program at the Graduate School of Health Management.</li> </ul>
E. Certificate of (Expected) Completion	<ul style="list-style-type: none"> <li>• <b><u>Applicants should submit a Certificate of Completion from the graduate school where they obtained a master's degree (applicants who are expected to complete a master's program should submit a Certificate of Expected Completion).</u></b></li> <li>• The Certificate of Completion must show the degree awarded to the applicant. If this is not shown, the applicants must also submit a Certificate of Master's Degree.</li> <li>• The certification must have been issued within three months of the date of the application deadline. <b><u>It is not necessary to seal the certificates.</u></b> For the online registration, there are fields to enter the admission date and completion date. Applicants should make sure to check the certificate so that they enter accurate dates.</li> <li>• In cases where the name on the certificate differs from that on the application, it will be necessary to attach an abstract of the applicant's family register.</li> <li>• Those who have graduated from universities in mainland China must also submit an Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子注冊備案表) in English. Register on the Chinese Ministry of Education website &lt;<a href="http://www.chsi.com.cn/xlcx/bgys.jsp">www.chsi.com.cn/xlcx/bgys.jsp</a>&gt; and obtain a report (教育部學歷證書電子注冊備案表) in a PDF file and print it out. Please make sure</li> </ul>



	the validity period of the report is at least 6 months at the time of submission.
F. Transcript of Academic Record	<ul style="list-style-type: none"> <li>• <b><u>Applicants should submit a Transcript of Academic Record for their university and graduate school.</u></b></li> <li>• <u>The Transcripts of Academic Record need to specify the grades for all of the courses taken for credit during the period of enrollment (up to the previous academic year for persons currently enrolled).</u></li> <li>• Certification must be issued within three months of the date of the application deadline. <b><u>It is not necessary to seal the certificates.</u></b></li> <li>• In cases where the name on the certificate differs to that on the application, it will be necessary to attach an abstract of the applicant's family register.</li> </ul>
G Master's thesis or equivalent dissertation	<ul style="list-style-type: none"> <li>• Applicants should submit one copy of their master's thesis or an equivalent dissertation (including persons expected to complete a master's program).</li> <li>• It is not necessary for persons who have completed (or are expected to complete) a master's program at the Graduate School of Health Management to submit their thesis.</li> </ul>
H. Abstract of master's thesis or equivalent dissertation	<ul style="list-style-type: none"> <li>• Applicants should submit 3 copies of the abstract for their master's thesis or an equivalent dissertation (Japanese or English; printed on A4 in portrait orientation; written from left to right; one sheet printed single-sided; no prescribed format).</li> <li>• This should also be submitted by persons who have completed a master's program at the Graduate School of Health Management (including persons expected to complete the master's program).</li> </ul>
I. Results for English language proficiency examination	<ul style="list-style-type: none"> <li>• Applicants should submit the examination results for one of the following:           <ul style="list-style-type: none"> <li>▪ TOEFL iBT</li> <li>▪ IELTS Academic</li> <li>▪ TOEIC Listening &amp; Reading Test</li> </ul> </li> <li>• The method of submission varies depending on the exam results. Applicants must ensure that they check the "Submission of results for an English language proficiency examination" section below.</li> </ul>

<Submission of results for an English language proficiency examination>

1. Common items

- All applicants are required to submit the results of an English language proficiency examination, even if from an English speaking country or region.

- Since the screening will be based on the content of the submitted documentation and interview, there is no pass mark for the results of the English language proficiency exam.
- For the online registration, applicants should accurately fill out the exam date, type, and scores for the English language proficiency examination results they will submit for the application. If the examination results entered during the online registration are different to the results submitted with the application, the results that have been submitted will take precedence.

## 2. TOEFL iBT

### (1) Methods of submitting exam results

- a. Applicants should ask the ETS to send the Official Score Report directly to Keio University. The TOEFL Institution Code for Keio University is 0773, and the Department Code is 43. The ETS will send an Official Score Report directly to Keio University after the test by following the designated procedures when you apply to take the test or by one day prior to the test date. You can also request ETS to send an Official Score Report after the test date by following ETS instructions.
- b. In addition to the Official Score Report, each applicant must print and submit an Order Summary bearing their name along with the other application documents required by the Graduate School. This proves that they have asked ETS to send the Official Score Report directly to Keio University.
- c. In addition to the Official Score, applicants should submit a copy of their individual scores (either the TOEFL Test Taker Score Report or the scores available on the testing agency website). If the Official Score does not arrive at the Graduate School of Health Management within the arrival period stated below, the screening will be conducted using the copy of the individual scores. However, these scores will be checked against the Official Score once it arrives. The Graduate School of Health Management will respond to the discovery of any irregular or untrue results in the manner described in “Important notes concerning the entrance examination in general” (refer to page 5).

### (2) Period of validity

The exam results must meet the following two requirements.

#### a. Examination period

Only the results of examinations taken within the last two years of the first day of each application period are valid.

#### b. Score arrival deadline

Only the Official Scores that have arrived at Keio University by the last day of each application period are valid.

### 3. IELTS Academic

#### (1) Methods of submitting exam results

- a. Applicants should ask the testing agency to send the official scores directly to Keio University.
- b. Submit a printed copy of the screen or e-mail which clearly shows that you have arranged to have your IELTS scores sent directly by the testing agency to Keio University.
- c. Submit a copy of your IELTS original Test Report Form or a copy of your IELTS scores printed out from the testing agency's website. If the official score does not arrive at the Graduate School of Health Management within the arrival period stated below, the screening will be conducted using the copy of the individual scores. However, these scores will be checked against the official score once it arrives. The Graduate School of Health Management will respond to the discovery of any irregular or untrue results in the manner described in “Important notes concerning the entrance examination in general” (refer to page 5.).

#### (2) Period of validity

The exam results must meet the following two requirements.

##### a. Examination period

Only the results of examinations taken within the last two years of the first day of each application period are valid.

##### b. Score arrival deadline

Only scores of the testing agency that have arrived at Keio University by the last day of each application period are valid.

\*Because it may take up to 6 weeks for the official score to arrive at the Graduate School of Health Management, applicants should carry out the necessary procedures to ensure that they are sent as early as possible.

### 4. TOEIC Listening & Reading Test

#### (1) Methods of submitting exam results

- a. Submit the TOEIC Score Report (Official Score Certificate). The “Score Descriptors” and “Abilities Measured” portions of the score report are not required. Contact the Institute for International Business Communication (IIBC) to request that IIBC issue or reissue your Official Score Certificate.

Official Score Certificate Reissue:

[https://www.iibc-global.org/english/toEIC/test/lr/guide05/guide05\\_02.html](https://www.iibc-global.org/english/toEIC/test/lr/guide05/guide05_02.html)

b. Institutional Programs (IPs) are not acceptable.

c. A printout of the test scores from the TOEIC website will not be accepted.

(2) Period of validity

The exam results must meet the following two requirements.

a. Examination period

Only the results of examinations taken within the last two years of the first day of each application period are valid.

b. Score arrival deadline

Only the Official Score Certificate that has arrived at Keio University by the last day of each application period is valid.

Pay the application fee

1. The application fee is 35,000 yen (including tax). Please note that additional service charges are incurred separately.

2. The application fee must be paid within the following period (JST, UST+09):

Application Period I: 10:00 a.m. on Thursday, October 19 – 11:00 p.m. on Wednesday, October 25, 2023

Application Period II: 10:00 a.m. on Friday, December 15 – 11:00 p.m. on Tuesday, December 19, 2023

3. For details, please see the chart on the next page.

4. Applicants living overseas may pay by credit card.

5. Excluding the following situations, the application fee will not be refunded for any reason.

Cases where a refund may be claimed for the application fee

A. The application fee has been paid but no application was made (the application documents were not mailed)

B. The application fee has been paid but the application was not accepted

C. The application fee was accidentally paid twice

\*Additional service charges will not be refunded.

How to claim a refund of the application fee

In cases A and C:

Send an e-mail stating the following information to Administration Office of the Graduate School of Health Management. The e-mail should be sent within one week of the final day for each of the application periods. The office will send a refund application form in reply.

E-mail: nmc-hm@adst.keio.ac.jp

Title: Request for a refund application form for the application fee

Main text: (1) Full name, (2) Telephone number

In case B:

The refund application form will be sent to the e-mail used for the online registration.

### Application Fee (35,000 Japanese Yen + Additional Service Charges)

Applicants are required to pay an application fee of JPY 35,000. Read the instructions on how to make the payment via the website below:

<https://www.guide.52school.com/guidance/shared/pay-pattern/paygent-05.html>

#### クレジットカード決済 / Payment by credit card

下記のクレジットカードよりお支払いが可能です。※海外在住の方に限ります。

You can pay using the following credit cards. \*Limited to students living outside of Japan.



#### コンビニエンスストア決済 / Pay at the convenience store

下記のコンビニエンスストアよりお支払いが可能です。

※現金のみの取扱いとなります。支払金額の上限は30万円です。

You can pay at the following convenience stores.

\*Cash payments only. Maximum payment possible is 300,000 yen.



#### ネットバンキング / Internet banking

主要メガバンクをはじめ、全国1,000行以上のネットバンキングをご利用いただけます。

ネットバンキングによるお支払いは、登録完了時に発行されるURL（検定料のお支払いサイト）経由からのみ行うことができ、その他サービスからはご利用いただけません。

※ご利用には、ネットバンキングの利用契約が必要です。

You can use internet banking provided by over 1000 domestic banks, including the main financial institutions.

Payments via internet banking can only be made from the URL (examination fee payment site) that will be issued upon completing the registration. Other services cannot be used.

\*A user contract is required to use internet banking.

#### 銀行ATM（ペイジー） / ATM (Pay-easy)

下記の他にPay-easy対応の金融機関をご利用いただけます

※現金での支払金額の上限は10万円です。10万円を超える支払いはキャッシュカードが必要です。

In addition to the below, you can also use financial institutions that accept Pay-easy.

\*Cash payments of up to 100,000 yen is possible. A cash card will be necessary for payments exceeding 100,000 yen.



### Post the application documents

Please send application documents by post to the address below.

Keio University

Administration Office of Graduate School of Health Management

4411 Endo, Fujisawa-shi, Kanagawa, 252-0883, JAPAN

\*A downloadable address label is available at the “Application Confirmation” webpage after you have completed the payment at “Online Registration.”

**Notes:**

- Each applicant must enclose all the required application documents in a self-prepared envelope, affix the prescribed address label, and send it using the recorded delivery service (簡易書留 / *Kan'i kakitome*) provided by Japan Post from within Japan or by **FedEx or DHL** (which is traceable) from outside Japan.
- Applicants must send the application documents using one of the three postal services mentioned above. We do not accept documents submitted at the reception desk.
- Under no circumstances can we accept applications submitted after the deadline. Please carefully check the deadline and leave plenty of time for mailing.
- We cannot respond to inquiries regarding the arrival of application documents. Please confirm whether your documents have been delivered through your courier service.

**Examination Slip**

Once the application documents arrive at Keio, the documents will be reviewed, and if the application is accepted, an Examination Slip will be available for download. A message which says “Application Documents Accepted” will also be displayed in red in the Reference Number on the List of Applications screen. Please note that **Keio University will not send Examination Slips by post.** After you print out the Examination Slip, please check your name, the name of the Graduate School, and all other details for any inaccuracies. Contact us as soon as possible if you find any incorrect information on the slip. On the examination day, you must bring the slip to the examination venue. Please fold it along the lines indicated. Please note that the examination number may not be the same as the reference number.

The date on which it is planned for Examination Slips to be made available is as follows.

Application Period I: Tuesday, November 14, 2023

Application Period II: Tuesday, January 16, 2024

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## 9. Entrance Examinations

### Examination Subject

Interview	This is an examination that comprehensively evaluates the desire of candidates for study and research and their adaptability and aptitude, including the contents of the application form and other submitted materials.
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### Examinations Timetable

	Examination date	Assembly time and examination venue
Application Period I	Saturday, November 18, 2023	Online interviews are approved for applicants residing overseas. Details about the interview will be sent at the same time as the notification of the examination number. Note that the examination will be twenty minutes in length per person.
Application Period II	Saturday, January 20, 2024	

### Important notes for when taking the examination

1. Examination slip

Candidates should ensure they are able to check their examination number at any time on the day of the exam.

2. Interview examination

Dictionaries and other materials cannot be used during the interview examination.

3. Other information

a. If the Graduate School of Health Management judges it difficult to hold the entrance examination on the scheduled date due to unforeseen circumstances, the exam will be postponed or other appropriate measures taken. In principle, the Graduate School of Health Management bears no responsibility for personal losses incurred by candidates as a result.

Notices will be posted on the Graduate School of Health Management website when necessary to inform candidates regarding new notifications or adoption of the above measures. Candidates must ensure that they check this website regularly.

b. During the entrance examinations at Keio University, examinees must refrain from taking exams if they are suffering and have yet to recover from an infectious disease for which attendance at university must be suspended under the School Health and Safety Act (COVID-19, influenza, etc.) because of the risk of infection to other examinees and the examination proctors (unless it has been acknowledged by a school doctor or other physician that the disease symptoms do not pose any risk of infecting others). In no circumstances will there be make-up exams for examinees who refrain from taking exams for the reasons above and the application fee they have paid will not be refunded.

## **10. Announcement of Results**

### **Date and time of announcement and how to confirm**

	Date and time	Confirmation
Application Period I	10:00 a.m. on Friday, November 24, 2023 (JST, UST+09)	Please check the “Online Announcement of Final Results” (オンライン合格発表) at the website below.
Application Period II	10:00 a.m. on Thursday, January 25, 2024 (JST, UST+09)	<a href="https://www.guide.52school.com/guidance/net-keio-g/">https://www.guide.52school.com/guidance/net-keio-g/</a>

#### **Notes:**

- There are no reserve candidates places for admission.
- The Graduate School of Health Management will not respond to any inquiries regarding the announcement of the final results, whether by phone or e-mail.

## **11. Admissions Procedures**

### **Important notes concerning the admissions procedures**

Candidates should be especially careful about the following points regarding the admissions procedures at the Graduate School of Health Management.

1. Regardless of the circumstances, the admissions procedures will not be approved in the following cases as candidates are deemed to have renounced their intention to enroll and will lose their eligibility for admission. Furthermore, in each case the predetermined amounts already paid by the applicant are regarded as having been relinquished and will not be refunded.

- In cases where the money transfer necessary for the admissions procedures and the postage or submission of required documentation has only been completed in part or not at all during the period stipulated in these guidelines.
- In cases where the procedures were carried out after the designated period (deadline) stipulated in these guidelines for completing money transfers and the admissions procedures.

2. Except in cases of inadequate or missing documentation, individual notifications regarding the procedures and money transfers will not be sent to people who have yet to complete the admissions procedures. It is the individual responsibility of candidates to complete these procedures.

3. Documents submitted for the admissions procedures will not be returned irrespective of the reason.

4. By carrying out the admissions procedures during the prescribed period, the enrollment agreement will commence from April 1, 2024.



Period for admissions procedures

Application Period I	Monday, December 4 – Friday, December 8, 2023
Application Period II	Monday, February 5 – Thursday, Thursday 8, 2024

How to proceed

1. The documents for the admissions procedures are planned to be made available for download on the first day of the admissions procedures period. Please access the URL (Online Admissions Procedures Website) given below and complete the procedures by the deadline:

<https://www.guide.52school.com/guidance/enrollment-keio-g/>

Details will be provided in the Admissions Procedures Guidelines on the website.

\*The page may be accessed from the “Online Announcement of Final Results” (オンライン合格発表) page from the first day of admissions procedures period onward.

2. If sending the documentation from outside Japan, it should be mailed using a method that keeps a delivery record such as EMS. Applications are not accepted in-person at the university.

Decline of Admission and Refund of Academic Fees

In principle, Keio will not refund the fees that you have already paid. However, Keio can refund the entire tuition fee if you complete all the required procedures by the deadline.

In the event that information provided in the application is discovered to be incorrect or a submitted certificate is confirmed to be fraudulent, the applicant's acceptance for enrollment will be revoked, and the application fee they have paid will not be refunded.

**12. Academic Fees**

Although the fees necessary for persons who will be admitted in the 2023 academic year have not been finalized, the fees for the 2022 academic year were as follows.

Type		Amount
Academic Fees and Expenses	Registration Fee	60,000
	Tuition Fee	670,000
	Subtotal	730,000
Other fees and expenses	Keio SFC Academic Society (publication subscription fees, etc.)	8,000
	Student Health Care Mutual Aid Association (Gakuseikenpo)	
	Registration Fee	100
	Student Health Care Mutual Aid Fee	2,500
	Subtotal	10,600
<b>Total</b>		<b>740,600</b>

(Amount for Spring Semester if paid in installments)	(370,350)
(Amount for Fall Semester if paid in installments)	(370,250)

1. The registration fee for the Student Health Care Mutual Aid Association is only collected in the first academic year.
2. Excluding 1, academic fees and other expenses can be paid in two installments in the Spring and Fall Semesters. The installment for the Fall Semester is to be paid no later than the end of October each year.
3. Persons who have completed a program at a Keio University graduate school and will continue their enrollment at the Graduate School of Health Management do not need to pay the registration fee for the Student Health Care Mutual Aid Association. Persons who will enroll in the doctoral program within one year of completing a master's program at a Keio University graduate school are also not required to pay the registration fee (excluding enrollees of or persons who have completed a Professional Degree Program)
4. The fees that the university are entrusted to collect (Student Health Care Mutual Aid Fee, publication subscription fees, etc.) are subject to amendment as required each academic year during student enrollment.

#### Application of sliding scale for academic fees

Please note that among the academic fees and expenses of the Graduate School of Health Management, the amount to be paid for tuition and registration fees is determined each year by applying the sliding scale stipulated in the University Rules and Regulations. The standard for the increase rate is based on the slide rate (the rate of increase for the salaries of civil servants recommended by the National Personal Authority in the previous fiscal year).

### **13. Scholarships**

Please refer to the following website about Keio University Scholarships.

<https://www.students.keio.ac.jp/en/com/scholarships/apply/form.html>

<http://www.ic.keio.ac.jp/en/life/scholarship/>

### **14. School Bonds and Education Promotion Funds**

1. Keio University Bonds (school bonds)
  - 100,000 yen per unit (cooperation in donating three or more units would be greatly appreciated)
  - Amounts paid to the school bonds will be returned without interest after graduation or course completion, or withdrawal from the school.
2. Keio University Education Promotion Funds (donations)
  - 30,000 yen per unit (cooperation in donating two or more units would be greatly appreciated)
  - While both are optional, many choose to cooperate as they are used to further enhance Keio

University's educational activities. Keio University will send detailed information upon admission.

## **15. Contact**

All queries should be directed to Administration Office of Graduate School of Health Management.

The contact details are as follows:

Address: 4411 Endo, Fujisawa-shi, Kanagawa 252-0883 Japan

E-mail: [nmc-hm@adst.keio.ac.jp](mailto:nmc-hm@adst.keio.ac.jp)