Keio University Faculty of Economics

PEARL Programme

Application Guidebook for September 2022 Entry

Keio University

1858

CALAMVS GLADIO FORTIOR

Keio University Admissions Center

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1. <u>Basic Overview</u>

(1) Date of Entrance

September 22, 2022

(2) Degree Offered

Bachelor of Arts in Economics

(3) Year of Entry

The 1st year undergraduate university

*The Faculty of Economics does not accept transfer students.

(4) Duration of Study

4 years

(5) Language of Instruction

English

(6) Application Schedule

There are three application periods.

	Application Period	Announcement of Results
I	10:00 a.m. on October 22, 2021 – 3:00 p.m. on December 3, 2021 (JST)	10:00 a.m. on January 28, 2022 (JST)
II	10:00 a.m. on December 8, 2021 – 3:00 p.m. on January 31, 2022 (JST)	10:00 a.m. on February 25, 2022 (JST)
III	10:00 a.m. on February 22, 2022 – 3:00 p.m. on April 5, 2022 (JST)	10:00 a.m. on May 27, 2022 (JST)

<Notes>

Applicants who are not successful in one application period can reapply during the subsequent application periods.

(7) Admission quota

Approximately 100 through all three application periods

(8) Screening Method

Based solely on an evaluation of submitted documents and materials. No interview is required.

*Applications to the PEARL programme should be made in English.

(9) Application Method

The application process is to be completed via the online application system, "The Admissions Office (TAO)".

https://admissions-office.net/en/portal
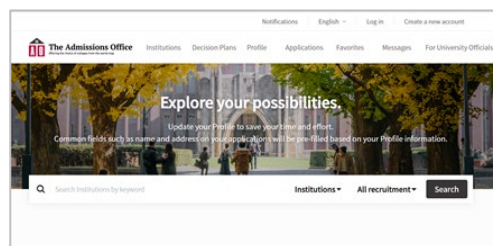
2. Application and Enrollment Process

STEP 1: Check Your Eligibility

Before proceeding with your admissions procedures, check your eligibility for the PEARL programme by reading the Eligibility Requirements section (page 7).

STEP 2: Prepare the Application Documents

Confirm the required documents in the Application Documents section (page 9).

STEP 3: Complete Your Application

Complete your application by filling out all the sections, submitting all the required documents, and paying the application fee on the online application system.

STEP 4: Receive an "Application Completed Notification E-mail"

Confirm that your application has fulfilled all of the requirements for it to be reviewed by receiving this e-mail from the university.

STEP 5: Check Your Results

Check the screening results on your online application page.

STEP 6: Carry Out the Procedures for Enrollment Registration

Complete the procedures for enrollment registration by following the instructions provided to successful applicants.

*You will be required to send a high school graduation certificate, high school final transcripts and/or an official transcript of grades for the IBDP by post (if applicable).

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3. Important Notes on Applications

(1) Under no circumstances can we accept incomplete applications, late applications, or applications that are not accompanied by full payment of the prescribed application fee by the corresponding deadline. Furthermore, supplemental application materials will not be accepted after the end of the application period except when special permission has been granted. Therefore, you should make sure you have prepared all the required documentation before submitting your application.

(2) Keio University does not notify you of your application status, including informing you about parts of the application that are missing or incomplete, as it is your responsibility to complete your application by the given deadline.

(3) 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. While the applicant is in the application or screening process
  The applicant will be deemed to be ineligible for the PEARL programme, and the application fee he/she has 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 he/she has 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 the PEARL programme
  The applicant will be expelled from the PEARL programme, and neither the application fee nor the required academic fees and expenses he/she has paid will be refunded.

(4) If your name is not written consistently across all of your required application documents, make sure to contact Keio University Admissions Center by e-mail with an explanation of the discrepancy.

(5) Queries concerning the screening for eligibility requirements and the screening

results will not be accepted.

(6) Application documents and other related material will not be returned under any circumstances.

(7) If you are an applicant whose status is "expected graduation from high school," you are required to graduate from high school by September 21, 2022. If you fail to do so, your enrollment will be cancelled.

(8) If you are an applicant whose status is "expected IB Diploma recipient," you are required to be awarded an IB Diploma by September 21, 2022. If you fail to do so, your enrollment will be cancelled.

(9) Unless otherwise noted, all times and dates indicated in the Admissions Procedures for the PEARL Programme website are in Japan Standard Time (JST, UTC+09).

(10) In unforeseen circumstances, the Faculty of Economics may change the schedule for admissions. In principle, Keio University does not bear the responsibility for any inconvenience, cost, or any kind of loss caused to applicants as a result of this rescheduling. As the university website will be used to provide information and supplemental communication pertaining to the above, applicants are advised to check the following website regularly:

https://www.keio.ac.jp/en/admissions/undergraduate/pearl/index.html

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Step 1:   Check Your Eligibility

4. Eligibility Requirements

Applicants who meet one or more of the following requirements may apply to the PEARL programme.

(1) Those who, by September 21, 2022, have completed, or are expected to complete, 12 years of formal education in Japanese schools accredited by the Ministry of Education, Culture, Sports, Science and Technology (MEXT).

(2) Those who have completed, or are expected to complete, 12 years or more of formal education in foreign schools outside Japan by September 21, 2022 (all 12 years do not have to be spent at schools overseas).

(3) Those who, by September 21, 2022, have completed, or are expected to complete, 12 years or more of formal education at schools for international students in Japan accredited by an international accrediting organization (WASC, CIS, or ACSI), or foreign schools in Japan accredited by MEXT to be equivalent to a high school outside of Japan.

(4) Those who have passed an examination demonstrating academic ability equivalent to 12 years of formal education, such as the GED (General Educational Development) test or another high school equivalency exam (Upper Secondary School Equivalency Examination [高等学校卒業程度認定試験]), and will be 18 years of age by September 21, 2022.

(5) Those who have been recognised individually by Keio University as having qualifications equivalent to (1), (2), (3), or (4) above, and will be 18 years of age by September 21, 2022.

* If an applicant has completed a 12-year (or more) school curriculum in less than 12 years because of appropriate reasons (e.g., skipping grades or early graduation), he/she will be regarded as having met the above requirements. In order to prove his/her eligibility, the applicant is required to submit an official document issued from his/her school explaining the reason(s) for the early completion, the details such as the skipped grade(s), and the dates that apply.

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 * If you wish to be considered under requirement (5), you should contact the
   Admissions Center **at least one month before the start of the application period** in
   order to confirm the details, such as required documents and the application period
   for individual screening. Keio University will then determine whether you are
   eligible to apply under item (5).

<Notes>
・ Applying for the PEARL programme does not affect an individual's eligibility
   status to apply for other entry exams (General Entrance Examination [一般選抜],
   Admissions for Returnee Students [帰国生入試], and Admissions for International
   Students [留学生入試]) offered by the Faculty of Economics.
・ Individuals who have applied for other entry exams (General Entrance
   Examination [一般選抜], Admissions for Returnee Students [帰国生入試], and
   Admissions for International Students [留学生入試]) offered by the Faculty of
   Economics can still apply to the PEARL programme provided they meet the
   eligibility requirements.

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Step 2:   Prepare the Application Documents

5. Application Documents

Document				How to submit	Format	Who may submit
(1) Academic Background and Brief Self Introduction				Online	Prescribed PDF form	Applicant
(2) Standardised Test Scores	IB	Official Score	Final	Post	—	Testing agency
			Predicted	Online	PDF	High school
		Score Input		Online	—	Applicant
	SAT / ACT	Official Score		Electronic Score Report	—	Testing agency
		Score Input		Online	—	Applicant
		Proof of Order			PDF	
		Copy of your score report			PDF	
(3) TOEFL iBT and/or IELTS Academic Module Scores		Official Score		Electronic Score Report	—	Testing agency
		Score Input		Online	—	Applicant
		Proof of Order			PDF	
		Copy of your score report			PDF	
(4) Written Statement of the Applicant's Academic and Future Goals				Online	PDF	Applicant
(5) Letter(s) of Reference				Online	PDF	Writer whose e-mail address is registered by the applicant
(6) High School Graduation Certificate (or a document certifying expected graduation)				Online	PDF	High school
(7) High School Academic Transcripts				Online	PDF	High school
(8) Document Confirming Applicant's Identity				Online	PDF/JPEG	Applicant
(9) Applicant's Photo				Online	JPEG	Applicant
(10) Other optional materials including standardised national examination scores				Online	PDF	Applicant

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Below is a list of documents that all applicants are required to submit. Only application documents received during each of the specified application periods will be accepted for screening.

Upon reviewing your application documents, the Admissions Center may get in contact with you to clarify information in your application. Make sure to check your e-mail frequently.

(1) Academic Background and Brief Self Introduction (in English)

・ Fill out in English the prescribed form, which is downloadable from the URL below, and upload it as a PDF file on the online application system.

https://www.keio.ac.jp/en/admissions/undergraduate/pearl/academicbackground.pdf

(2) Standardised Test Scores

・ Submit one (or more) of the following:
   a. International Baccalaureate (IB) Diploma (or predicted grades)
   b. SAT Scores
   c. ACT Scores

<Notes for all applicants>

・ <u>No other test scores, qualifications, diplomas, or certificates are accepted in lieu of IB, SAT, or ACT scores.</u>
・ There are no "cut-off" IB, SAT, or ACT scores.
・ Only the scores obtained after October 2019 will be accepted for screening.
・ New scores will not be accepted after the application deadline.

<Notes for applicants submitting **IB Diploma (or predicted grades)**>

・ You must do both of the following:
   1. Input your scores on the online application system.
   2. Do either A. or B.
   A. If you are an IB Diploma holder, have the testing agency send an official transcript of grades for the IBDP in paper format directly to the Keio University Admissions Center.

      * Note that the Keio University Admissions Center must receive your scores during each of the specified application periods. Since it can take several weeks

    for the scores to reach us, we strongly recommend that you allow plenty of time before the deadline to ask the testing agency to send your scores to the Keio University Admissions Center.

B. If you are an IB Diploma candidate, request your high school to submit an original document indicating your IB predicted grades. It must be uploaded by your high school on the online application system as a PDF file. Register the e-mail address of a person who is able to submit the grades (hereafter, 'the uploader'). After registering the e-mail address, the uploader will receive an e-mail asking him or her to upload the grades on the online application system.

  <Notes for applicants submitting **SAT or ACT** scores>

・ You must do all four of the following:

1. Input your scores on the online application system.
2. Have the testing agency send the SAT Official Score Report or the ACT College Report directly to the Keio University Admissions Center. Keio University's institution code for SAT is 0773 and for ACT is 7048.
3. Submit a screenshot of the testing agency's website or an e-mail from the testing agency which clearly shows that you have arranged to have your SAT or ACT scores sent directly by the testing agency to the Keio University Admissions Center. It must be uploaded on the online application system as a PDF file.
4. Submit your SAT or ACT scores downloaded from the testing agency's website. They must be uploaded on the online application system as a PDF file.

*In case your scores sent from the testing agency do not arrive at the Keio University Admissions Center during each of the specified application periods, the scores mentioned above will be used for screening. We will, however, check the scores submitted by the applicant against the scores provided by the testing agency for accuracy once they reach us, and if any incorrect or fraudulent information is discovered, the applicant will be treated as stated in paragraph 3 of the Important Notes on Applications section (page 5).

・ For applicants submitting SAT scores, the optional essay is NOT required.
・ For applicants submitting ACT scores, the optional writing component of the ACT test is NOT required.

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(3) TOEFL iBT and/or IELTS Academic Module Scores

- <u>All applicants, including native English speakers, are required to submit TOEFL iBT and/or IELTS Academic Module Scores.</u>
- There is no "cut-off" score for TOEFL or IELTS.
- Results of TOEFL iBT Special Home Edition and IELTS Indicator are accepted.
- TOEFL "MyBest™ scores" are not evaluated.
- Electronic score reports are accepted.
- Scores more than two years old cannot be accepted.
- New scores will not be accepted after the application deadline.
- You must do all four of the following:
  1. Input your scores on the online application system.
  2. Have the testing agency send the official scores directly to the Keio University Admissions Center. Keio University's institution code for TOEFL is 0773.
  3. Submit a screenshot of the testing agency's website or an e-mail from the testing agency which clearly shows that you have arranged to have your TOEFL or IELTS scores sent directly by the testing agency to the Keio University Admissions Center. It must be uploaded on the online application system as a PDF file.
  4. Submit your TOEFL or IELTS scores downloaded from the testing agency's website. They must be uploaded on the online application system as a PDF file.

  *In case your scores sent from the testing agency do not arrive at the Keio University Admissions Center during each of the specified application periods, the scores mentioned above will be used for screening. We will, however, check the scores submitted by the applicant against the scores provided by the testing agency for accuracy once it reaches us, and if any incorrect or fraudulent information is discovered, the applicant will be treated as stated in paragraph 3 of the Important Notes on Applications section (page 5)

(4) Written Statement of the Applicant's Academic and Future Goals (in English)

- This document should explain why you are applying to the PEARL programme, in relation to your academic and future goals.
- It must be uploaded on the online application system as a PDF file.
- As there is no prescribed form for this document, you can write your statement in any format. However, make sure to note the following:

1. Put your name and the title at the top.
2. The length of this written statement should be between two to four pages (either single- or double-spacing is accepted) in A4 or US Letter size format.

(5) Letter(s) of Reference (in English or Japanese)

- Applicants are required to submit a Letter of Reference from a person who is able to evaluate them objectively (hereafter, 'the writer').
- The writer may be anyone excluding parents, grandparents, aunts and uncles, spouses, siblings, and children/grandchildren.
- You must submit at least one Letter of Reference. If you wish to submit more than one, up to three Letters of Reference will be accepted.
- Register the e-mail address(es) of the writer(s) on the online application system. We strongly recommend that you allow plenty of time before the deadline to do so.
- After registering the e-mail address(es), the writer(s) will receive an e-mail asking him or her to submit a Letter of Reference for the applicant. The letter must be uploaded on the online application system as a PDF file.
- Letters of reference that do not include both the writer's name and the writer's affiliation/position are not acceptable. We recommend that at least one of the letters of reference be written by a teacher/counsellor at the school you last attended.

(6) High School Graduation Certificate (or a document certifying your expected graduation, in English or Japanese)

- The certificate must be submitted by the school issuing the certificate. Register the e-mail address of a person who is able to submit the certificate on the online application system (hereafter, 'the uploader'). We strongly recommend that you allow plenty of time before the deadline to do so.
- After registering the e-mail address, the uploader will receive an e-mail asking him or her to upload the certificate on the online application system as a PDF file.
- The certificate must include the applicant's full name, date of birth, the month of graduation or expected graduation, and the date of issuance.
- The date of issuance for a certificate of expected graduation should be after September 1, 2021.
- The certificate must be **the digital version of the original or a certified true copy**. A certified true copy is a photocopy of an original document that has been stamped or endorsed by the issuing school. **Digital versions of uncertified true copies are not**

accepted.
- If your school does not have its own form, please download and use the "Template of Certificate of Graduation, Expected Graduation" from the URL below.
  https://www.keio.ac.jp/en/admissions/undergraduate/pearl/graduation.pdf
- Applicants who have graduated, or are expected to graduate from a Japanese school are required to submit an Official School Report (Chosasho) instead of a high school graduation certificate or a document certifying your expected graduation.
- In case your school is unable to upload the certificate on the online application system due to an unavoidable reason, you should contact the Admissions Center by e-mail beforehand.

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(7) High School Academic Transcripts (in English or Japanese)

- The transcript must be sent by the school issuing the transcript. Register the e-mail address of a person who is able to submit the transcript on the online application system (hereafter, 'the uploader'). We strongly recommend that you allow plenty of time before the deadline to do so.
- After registering the e-mail address, the uploader will receive an e-mail asking him or her to upload the transcript on the online application system as a PDF file.
- The transcript must include the date of issuance.
- The transcript must be **the digital version of the original or a certified true copy**. A certified true copy is a photocopy of an original document that has been stamped or endorsed by the issuing school. **Digital versions of uncertified true copies are not accepted.**
- The transcript should be a final transcript, showing all coursework completed. For applicants who are expected to graduate, you must send a transcript showing coursework through the most recently completed school term.
- For applicants who have attended more than one high school, an official transcript issued by each high school will be required only if the grades from the earlier school(s) do not appear on your final transcript.
- Applicants who have graduated, or are expected to graduate from a Japanese school are required to submit an Official School Report (Chosasho) instead of a high school academic transcript.
- In case your school is unable to upload the transcripts on the online application system due to an unavoidable reason, you should contact the Admissions Center by e-mail beforehand.

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(8) A copy of your passport photo page

· Upload a copy of your passport photo page on the online application system as a PDF or JPEG file.

· If you are a citizen of more than one country, please upload copies of all your passports. You need to merge them into one file when uploading it on the online application system.

· If it is not possible to submit a copy of your passport, a copy of an identification card/document such as a driving license or residence card will also be accepted.

(9) Applicant's Photo

· The photo of the applicant must be a full-face view with no hat or headgear (unless worn for religious purposes), have a plain background, and have been taken within three months prior to submission. It can be in black-and-white or color. The file must be JPEG format.

If you wish, you may also submit the following documents:

(10) Any other materials including standardised national examination scores (if deemed relevant) (Optional)

· Upload them on the online application system as a PDF file. The size of the documents must be no larger than 20MB in total.

<Notes for applicants who reapply>

· If you apply multiple times, you will be required to submit all items online each time. If you wish to reuse the letter of reference(s) and/or the documents that were uploaded by your high school, you can do so by checking the "Reuse Request from Previously Used" box when you register your writer/uploader. You can find the instructions on the online application system. IB, SAT, ACT, TOEFL, or IELTS scores sent from the testing agency can be transferred over to the new application in the same year if you wish.

· Note that applicants who are expected to graduate from high school must submit their latest IB predicted grades (if applicable) and a new high school academic transcript including the most up-to-date grades and achievements each time an application is made.

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Step 3:   Complete Your Application

You must first create an account on TAO. Make sure that your language setting is English. After creating your TAO account, please click "Keio University" and select "PEARL programme". Follow the onscreen instructions when filling out or uploading the materials.

Be sure to click "Submit" button when completing your application. Make sure to confirm your application status has been changed to "Completed".

6. <u>Payment of Application Fee</u>

Applicants are required to pay an application fee of JPY 35,000 through the online application system. Be sure to read the onscreen instructions, and make the payment before you submit your application. The periods for making this payment are as follows:

Application Period	Periods for making payment
I	10:00 a.m. on October 22, 2021 – 3:00 p.m. on December 3, 2021 (JST)
II	10:00 a.m. on December 8, 2021 – 3:00 p.m. on January 31, 2022 (JST)
III	10:00 a.m. on February 22, 2022 – 3:00 p.m. on April 5, 2022 (JST)

*An administrative fee is required to be paid in addition to the application fee.

<Notes>

・ **Refund of application fee**

‐   <u>A refund of the application fee is not possible under any circumstances.</u>

・ **Carryover of application fee**

‐   Applicants who re-apply during subsequent application periods are required to

pay the application fee of JPY 35,000 each time they apply.

- The application fee you have paid will only be carried over to the subsequent application periods in the same year if you do not receive the "Application Completed Notification E-mail." (Namely your application was not processed because you did not complete all parts of the application. See the Application Completed Notification E-mail section below.)

Step 4:　Receive an　"Application Completed Notification E-mail"

Once your application has fulfilled all of the requirements for it to be reviewed, you will receive an "Application Completed Notification E-mail" two weeks prior to the date of the announcement of results. In case you do not receive this e-mail, regardless of the fact that you did what you need to do for your application to be accepted, please ensure to contact the Admissions Center.

Step 5:　Check Your Results

7.　Announcement of Results

Screening results will be announced on your online application (TAO) page from 10:00 a.m. on the date of the announcement of results (JST). Log in to the online application system, click "Applications" from the top bar, select the appropriate application, and click the "See selection results" button to confirm the results.

The university will not provide any information regarding results by any other means, including phone, fax, or e-mail. Queries concerning screening results will not be accepted.

Step 6:　Carry Out the Procedures for Enrollment Registration

8.　Procedures for Enrollment Registration

Enrollment registration will be completed upon performing the following 3 procedures during the designated periods. Detailed instructions for enrollment registration will be available for successful applicants on their online application (TAO) page upon the announcement of results.

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STEP 1: Pay the required academic fees and expenses

STEP 2: Complete enrollment registration on the online enrollment system

STEP 3: Send high school graduation certificate, high school final transcripts and/or official transcript of grades for the IBDP by post (if applicable)

<Schedule>

Application Period	Enrollment Procedures		
	STEP 1	STEP 2	STEP 3
	Payment of academic fees	Completion of online enrollment registration	Submission of documents (if applicable)
I	January 28, 2022 – February 15, 2022	May 27, 2022 - June 24, 2022	May 27, 2022 - July 31, 2022
II	February 25, 2022 – March 22, 2022		
III	May 27, 2022 - June 24, 2022		

<Academic Fees >

Academic fees and other expenses to be paid by *September 2022 enrollees in the PEARL programme* at the time of enrollment registration have yet to be finalised. They will be finalised in late November 2021. The following table shows the fees for *September 2021 enrollees* for your reference.

Admission fee	¥200,000
Academic fees and expenses for fall semester	¥574,225
Total	**¥774,225**

<Notes>
・ The admission fee is a one-time fee (paid at the time of enrollment).
・ The annual academic fees and expenses (for 2 semesters) for the PEARL programme in AY 2021 is 1,148,350 yen.
・ As a rule, fees cannot be returned. Nevertheless, academic fees (with the exception

of admission fees) may be returned in cases where a student applies to withdraw from the university in line with the procedure prescribed by the university.

9. Admissions Statistics

<September 2019 entry>

Application Period	Number of Applicants			Number of Successful Applicants		
	Total	Male : Female	Japanese : Other Nationalities	Total	Male : Female	Japanese : Other Nationalities
I	245	123 : 122	133 : 112	101	49 : 52	53 : 48
II	188	87 : 101	82 : 106	58	29 : 29	20 : 38
III	127	73 : 54	42 : 85	23	10 : 13	3 : 20

<September 2020 entry>

Application Period	Number of Applicants			Number of Successful Applicants		
	Total	Male : Female	Japanese : Other Nationalities	Total	Male : Female	Japanese : Other Nationalities
I	219	104 : 115	123 : 96	96	41 : 55	55 : 41
II	186	92 : 94	78 : 108	63	25 : 38	19 : 44
III	100	57 : 43	44 : 56	32	20 : 12	12 : 20

<September 2021 entry>

Application Period	Number of Applicants			Number of Successful Applicants		
	Total	Male: Female	Japanese: Other Nationalities	Total	Male: Female	Japanese: Other Nationalities
I	256	115 : 141	143 : 113	99	39 : 60	55 : 44
II	200	99 : 101	94 : 106	53	28 : 25	24 : 29
III	119	56 : 63	51 : 68	22	6 : 16	6 : 16

10. Contact

PEARL Team, Admissions Center, Keio University

2-15-45, Mita, Minato-ku, Tokyo 108-8345, Japan

Tel. +81-3-5427-1611

pearl_admissions@info.keio.ac.jp

11. <u>Appendix</u>

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 Keio University Admissions Center (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.

Special Measures for Applicants in Areas Hit by Large-scale Natural Disasters

In order to reduce the financial burden on applicants who live in areas affected by large-scale natural disasters (designated by the Japanese Government as a "Disaster of Extreme Severity"), Keio University may take special measures in accordance with the situation in the affected areas. Please check for further details on applications and procedures (only available in Japanese) under the information for undergraduate admissions on the Keio University Admissions Center website:

https://www.keio.ac.jp/ja/admissions/

Applicants with Disabilities

If you have a disability and need special provisions for admissions procedures and enrollment, please contact the Admissions Center at least one month before the start of the application period.

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