

Keio University  
Graduate School of Health Management  
Doctoral Program  
Application Guidebook for April 2022 Entry

Keio University



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### **1. Admission Policy**

The Graduate School of Health Management aims to improve and broaden its level of research and education as a graduate institution of advanced and interdisciplinary fields, and widely accepts students from a variety of medical and non-medical backgrounds including new graduates and experienced practitioners. For this reason, the selection of new students is decided by a multifaceted evaluation of the desire of candidates to study and research at the school and the ability to identify tasks, logical thinking, as well as analytical and explanatory skills, required for conducting research activities.

### **2. 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.

### **3. 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 largescale 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: <http://www.keio.ac.jp/ja/admissions/>

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

If you have a disability and need special provisions for admissions procedures and enrollment, please contact Administration Office of 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. The Outline of 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 the majority of classes and research supervision after admission will take place in the Faculty of Nursing and Medical Care building on Shonan Fujisawa Campus, a portion of the classes and supervision will be held in the Koyosha, etc., on Shinanomachi Campus.

## **7. The Outline of Entrance Examinations**

### **Application Schedule**

	Application Period I	Application Period II
Application Period	October 21-27, 2021	December 17-21, 2021
Examination Date	November 20, 2021	January 22, 2022
Announcement of Results	November 25, 2021	January 27, 2022
Enrollment Registration	December 6-10, 2021	February 7-10, 2022

### **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. While the applicant is in the application or screening process  
The applicant will be deemed to be ineligible for this program, 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 this program  
The applicant will be expelled from this program, and neither the application fee nor the required academic fees and expenses he/she has 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 Master's course by March 31, 2021. 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 21-27, 2021

\*Online Registration Period: 10:00 a.m. October 21, 2021 through 3:00 p.m. October 27, 2021 (JST, UST+09)

Application Period II : December 17-21, 2021

\*Online Registration Period: 10:00 a.m. December 17, 2021 through 3:00 p.m. December 21, 2021 (JST, UST+09)

### **Eligibility Requirements**

Either of the following requirements qualifies you to apply.

1. Those who have received or are expected to receive a Master's degree or a Professional degree by the time of enrollment.
2. Those who have received a Master's degree, a Professional degree, or equivalent degree from an educational institute outside Japan.
3. Those who meet criteria set by the Ministry of Education, Culture, Sports, Science and

Technology.

4. Those who are aged 24 or over at the time of enrollment and recognized by Keio University as equivalent to having the qualifications 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.

### 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 for any of the entries relating to their personal identity, such as their name or date of birth. In cases where an applicant commonly use a separate name or has multiple names, he or she will need to submit certification confirming his or her identity along with the application.
- (4) Applicants submitting documentation other than in Japanese or English will need to have it 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

Every applicant is required to complete an online registration at the URL below. The application form needs to be submitted along with other required documents.

**<http://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 completing the registration. If you completed the payment and registered the wrong information, do not re-register and contact the Administration Office of 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 or letter-size paper (single-sided). Application form is downloadable after you have completed payment of application fee and registering ID photo.</li> <li style="padding-left: 20px;"><a href="http://www.guide.52school.com/guidance/net-keio-g/">http://www.guide.52school.com/guidance/net-keio-g/</a></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 responses to this 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 boxes.</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 Applying, Research Plan	<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 of the original and two identically sized copies (printed single-sided).</li> <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 his/her graduate school master’s program should fill out the prescribed</li> </ul>

	<p>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.</p> <ul style="list-style-type: none"> <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>
<p>E. Certificate of (Expected) Completion</p>	<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 not, the applicants must also submit a Certificate of Master's Degree.</li> <li>• The certification must be issued within three months of the date of the application deadline. It is not necessary to seal the certificates.</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> </ul>
<p>F. Transcript of Academic Record</p>	<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>• <b><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></b></li> <li>• Certification must be issued within three months of the date of the application deadline. It is not necessary to seal the certificates.</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>



<p>G Master's thesis or equivalent dissertation</p>	<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>
<p>H. Abstract of master's thesis or equivalent dissertation</p>	<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>
<p>I. Results for English language proficiency examination</p>	<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 for 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, it is the results that have been submitted that 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 for taking 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 his/her name along with the other application documents required by the Graduate School. This proves that he/she has 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 4-5.).

### (2) Period of validity

The exam results must meet the following two requirements.

#### a. Examination period

Only the results of examinations taken during the following period are valid:

Application Period I : From October 1, 2019, to September 30, 2021

Application Period II : From January 1, 2020, to December 31, 2021

#### b. Arrival period

Application Period I : Only results that arrive at Keio University no later than November 15, 2021, are valid.

Application Period II : Only results that arrive at Keio University no later than January 17, 2022, 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 4-5.).

(2) Period of validity

The exam results must meet the following two requirements.

a. Examination period

Only the results of examinations taken during the following period are valid:

Application Period I : From October 1, 2019, to September 30, 2021

Application Period II : From January 1, 2020, to December 31, 2021

b. Arrival period

Application Period I : Only results that arrive at Keio University no later than November 15, 2021, are valid.

Application Period II : Only results that arrive at Keio University no later than January 17, 2022, 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 Program (IP) 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 during the following period are valid:

Application Period I : From October 1, 2019, to September 30, 2021

Application Period II : From January 1, 2020, to December 31, 2021

b. Arrival period

Application Period I : Only results that arrive at Keio University no later than November 15, 2021, are valid.

Application Period II : Only results that arrive at Keio University no later than January 17, 2022, are 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 21 – 11:00 p.m. on Wednesday, October 27, 2021

Application Period II : 10:00 a.m. on Friday, December 17 – 11:00 p.m. on Tuesday, December 21, 2021

3. For details, please see the chart in 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 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:

<http://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.



#### 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.



#### 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.

### 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 extra 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 16, 2021

Application Period II : Tuesday, January 18, 2022

## 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 20, 2021	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.
Application Period II	Saturday, January 22, 2022	

### 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 according to 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). There will be NO make-up exam for examinees who refrain from taking exams for the reasons above and the application fee he/she has 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 Thursday, November 25, 2021 (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 27, 2022 (JST, UST+09)	<a href="http://www.guide.52school.com/guidance/net-keio-g/">http://www.guide.52school.com/guidance/net-keio-g/</a>

#### **Notes:**

- There are no reserve candidates 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 application 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, 2022.



Period for admissions procedures

Application Period I	Monday, December 6 – Friday, December 10, 2021
Application Period II	Monday, February 7 – Thursday, February 10, 2022

How to proceed

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

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

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

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 directly accepted at the university.

Decline of Admission and Refund of Academic School 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 he/she has paid will not be refunded.

**12. Academic Fees**

Although the fees necessary for persons who will be admitted in the 2022 academic year have not been finalized, the fees for the 2021 academic year were as follows.

Type		Amount
Academic Fees and Expenses	Registration Fee	60,000
	Tuition Fee	660,000
	Subtotal	720,000
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
Total		730,600
(Amount for Spring Semester if paid in installments)		(365,350)
(Amount for Fall Semester if paid in installments)		(365,250)

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 on 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)