

Application Procedures and Guidelines for the 2012 Keio University-Global Alliance in Management Education (CEMS MIM) Programme

1. About the Programme

The Graduate School of Economics offers a double-degree programme with CEMS, the Global Alliance in Management Education. CEMS is a strategic alliance of the world's top-level business schools and universities, and multinational corporate partners, and offers a Masters Degree in International Management (CEMS MIM). In this Programme a student from Keio will take CEMS courses at one of CEMS schools abroad for one semester (CEMS Autumn semester), and then at another CEMS school abroad for another semester (CEMS Spring semester). For information about CEMS please see "[For Keio Students](http://www.ic.keio.ac.jp/en/study/cems/keio/index.html)" <http://www.ic.keio.ac.jp/en/study/cems/keio/index.html>.

2. Eligibility

Individuals who meet (i), (ii) and (iii) prescribed below are eligible for the Programme.

(i) Applicants should meet any of the qualifications (a) to (f) listed below.

(a) Applicants who have graduated, or are expected to graduate from a university by the end of March 2012.

(b) Applicants who have been granted, or are expected to be granted a bachelor degree by the National Institution for Academic Degrees and University Evaluation by the end of March 2012,

(c) Applicants who have completed, or are expected to complete 16 years of school education overseas by the end of March 2012.

(d) Applicants nominated by the Minister of Education, Culture, Sports, Science and Technology.

(e) Applicants who have completed 15 years of school education overseas, and who have been recognized by the Graduate School of Economics, Keio University, as having obtained the necessary credits required by the Graduate School of Economics, Keio University, with excellent grades.

(f) Applicants who have been recognized by the Graduate School of Economics, Keio University, as having abilities at least equivalent to that of a university graduate.

(ii) Applicants should meet one of the following English language requirements listed below.

(a) a score of 600 or more in the case of TOEFL PBT.

(b) a score of 250 or more in the case of TOEFL CBT.

(c) a score of 100 or more in the case of TOEFL iBT.

(d) a score of 7.0 or more in the case of IELTS.

(e) Certificate in Advanced English (CAE) of B and above.

(iii) Applicants must have received a Bachelor's degree in management or economics or a related field; or successfully have passed the equivalent of one year full-time education at the Master's level in any of these areas.

Please note that you must make further application to Keio CEMS Office, Office of Student Service (International Exchange Service Group) for actual CEMS course in the CEMS MIM Programme at CEMS schools and meet all the application qualifications prescribed in:

2012 Keio CEMS MIM Programme Application Guidelines for Keio Students

(http://www.ic.keio.ac.jp/en/study/cems/keio/applicationguide_en.pdf)

after being granted admission to the Graduate School of Economics, Keio University.

Please also note that as a result of the screening process applicants to the Programme may be granted admission to the Graduate School of Economics, Keio University, as a first year student in the master course commencing in the spring of 2012, but not to be granted admission to the Programme commencing in the autumn of 2012.

Applicants to the CEMS MIM Programme cannot simultaneously apply for the Masters programme in the Graduate School of Economics, Keio University as either a domestic or a foreign student.

Applicants to the CEMS MIM Programme cannot simultaneously apply for the Keio University-Sciences Po (KUSP) Double Masters Degree Programme.

3. Application Period

20 June 2011 to 24 June 2011.

Web registration should also be made between 14 June 2011 (opening at 10:00, Japan time) to 21 June 2011 (closing at 15:00, Japan time).

4. Application Procedure

First, please register your application information through the web page which will be found on Keio University Department of Economics web page (http://www.econ.keio.ac.jp/en/graduate/double_degree/detail.php?eid=00003) between 14 June 2011 (opening at 10:00, Japan time) and 21 June 2011 (closing at 15:00, Japan time). Then all application documents should be sent by registered mail in one package directly to the following address.

Keio University Admissions Center (Graduate School of Economics)

2-15-45 Mita

Minato-ku

Tokyo 108-8345

Japan

The documents must arrive at this address by 21 June 2011.

The confidential referee's report on the applicant may be sent separately to this address by the person who has written the report. Applications that do not contain a completed set of the necessary documents or that arrive at the above address after the application period will not be processed.

5. Application Fee

Payment of the application fee of 35,000 yen should be made either by (i) a credit card for applicants living outside Japan, or (ii) a payment at a convenient store in Japan for applicants living in Japan.

(i) Credit Card Payment

Visit the web site (<http://e-shiharai.net/english/>) and follow the instructions stated there. After completing the credit card payment procedures, please print out the result inquiry page that indicates the receipt number. A copy of this page must be enclosed with the registered mail containing the application documents..

(ii) Payment at a Convenient Store in Japan

Visit the website (<https://e-shiharai.net/>) and follow the instructions stated there to obtain the "payment application number." (Please note that only Japanese is available on this website.) Then, make your payment at a convenience store counter using the payment application number, and tear off the portion certifying your payment that should be affixed to the designated part of Keio University-Global Alliance in Management Education (CEMS MIM) Programme Online Application Web Entry as part of your application documents.

The application fee will not be refunded under any circumstances.

6. Application Documents

(i) Keio University-Global Alliance in Management Education (CEMS MIM) Programme Online Application Web Entry. (This must be filled in, printed out and sent to the Keio University Admissions Center (Graduate School of Economics), as part of the Application Documents, and will be treated as the Application Form and the Study Plan of the applicant in the Programme A photo of the applicant, 4cm by 3cm, taken within the last three months, should be affixed to this form.)

(ii) Official Transcript of Academic Record of Undergraduate Study.

(iii) Certificate of Graduation or Certificate of Expected Graduation from College, and Degree Certificate or Certificate of Expected Degree Awarded. A single certificate will do provided that it certifies both (expected) graduation and (expected) degree awarded.

(iv) A Confidential Report on the Applicant written by a university academic [hereafter the Reporter] who is in a position to judge the applicant's past work and overall potential for doing graduate work. This Report must state the name of applicant, as well as the name, the affiliation, the position, the contact address and the E-mail address of the Reporter, and be signed and sealed by the Reporter.

(v) The IELTS Test Report Form and/or the TOEFL PBT, CBT and/or iBT Examiner's Score Record and/or the Certificate in Advanced English (CAE). Only originals of the results will be accepted. The originals of the IELTS Test Report Form and/or the TOEFL PBT, CBT and/or iBT Examiner's Score Record and/or the CAE will be returned to the applicant.

All application documents mentioned above should be written in English and produced within the last three months. Documents written in any other language should be translated into English, and they must be confirmed officially that they are proper translations.

Apart from the originals of the IELTS Test Report Form, the TOEFL PBT, CBT and iBT Examiner's Score Record and the CAE, application documents will not be returned.

7. Screening

Screening for admissions will be based firstly on an examination of the application documents to select applicants who will take a written examination and be interviewed in English. The results of this initial selection will be announced on the web page at 13:00 (Japan time) on 29 July 2011. Prior to this, an e-mail notifying an applicant that his/her Application Documents have been received will be sent to the applicants by the Keio University Admissions Center (Graduate School of Economics). On receiving this e-mail, applicants should print out their Exam Ticket in advance by visiting the web page indicated in the e-mail and follow the stated instructions. The examinee's number on the Exam Ticket will be used in the announcement of the results of the initial selection. To see the results of the initial selection, you should visit the web page indicated in the e-mail. The Exam Ticket must be carried by the applicant on the days when the written examination and interviews are held. The written examination and interviews will be held on 12 and 13 September 2011, respectively, at the Mita Campus of

Keio University. A Certificate of Permission to Take Entrance Examinations will be posted by mail to overseas applicants selected to take the written examination and be interviewed. The Certificate of Permission to Take Entrance Examinations may be used to obtain a visa for travel to Japan for the Entrance Examinations.

8. Schedule of Written Examination and Interviews

Written Examination (in English)

12 September 2011, at Mita Campus.

(i) Economics: 10:00-11:20

(ii) An essay on the applicant's Study Plan for the Programme: 11:40-13:00

Arrival Deadline: 9:45

Use of a language dictionary is allowed. Neither electronic dictionaries nor dictionaries on economics, finance, etc., are permitted.

Applicants will not be interviewed if they have not taken the written examination.

Interviews (in English)

13 September 2011, at Mita Campus.

Arrival Deadline: 12:45.

Your Exam Ticket also contains details of where the written examination and interviews will be held on the Mita Campus.

9. Notification of Result, etc., and Admission Procedures

A list of applicants who will have been accepted into the CEMS MIM Programme by the Faculty of Economics at Keio will be uploaded onto the website. The results are scheduled to be released at 9:00 (Japan time) on 14 September 2011. (Applicants appearing on this list should be regarded as having already been awarded a place in the Masters course in the Graduate School of Economics, Keio University.)

If following the interview you are accepted into this program by the Graduate School of Economics, Keio, then you must then be accepted into the CEMS program by the Keio Selection Committee. For information about this application, see 2012 Keio CEMS MIM Programme Application Guidelines for Keio Students (http://www.ic.keio.ac.jp/en/study/cems/keio/applicationguide_en.pdf).

10. Tuition and Other Fees (Paid to Keio University)

| <u>Semester</u> | | | | | <u>Total</u> |
|-----------------|---------------|----------------|----------------|--------------------|----------------|
| | Admission Fee | Tuition Fee | Equipment Cost | Other Requirements | (yen) |
| S 2012 | 310,000 | 245,000 | 15,000 | 7,650 | 577,650 |
| A 2012 | | 245,000 | 15,000 | 7,550 | 267,550 |
| S 2013 | | 245,000 | 15,000 | 7,650 | 267,650 |
| <u>A 2013</u> | | <u>245,000</u> | <u>15,000</u> | <u>7,550</u> | <u>267,550</u> |
| Total | 310,000 | 980,000 | 60,000 | 30,400 | 1,380,400 |

Tuition and other fees are subject to change without notice.

(1 April 2011.)