

Application Procedures and Guidelines for the 2016 Keio University-Sciences Po (KUSP) Double Master's Degree Programme (For those who are planning to apply for admission into the Master's Programme in Economics at Keio University as part of the KUSP Double Degree Programme.)

1. About the Programme

The KUSP Double Master's Degree Programme is a two-year programme, with Year 1 commencing in the autumn of 2016 and being spent at Sciences Po, and Year 2 commencing in the autumn of 2017 and being spent at Keio. However, due to differences in the academic calendars, students from Keio must have earned 4 credit points at Keio before joining Year 1 at Sciences Po.

The Programme is designed to enable students to acquire the core knowledge in economics, quantitative methods, law and political science that is needed to design and evaluate public policies. Students who successfully complete the Programme will be granted a Master de Sciences Po from Sciences Po and a Master of Arts in Economics from Keio University.

2. Eligibility

Individuals who meet both (i) and (ii) 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 2016.

(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 2016,

(c) Those who have completed a professional course, which is specified by the Minister of Education, Culture, Sports, Science and Technology, at a special training school (which minimum term of study is four years and meets all criteria set by the Minister of Education, Culture, Sports, Science and Technology of Japan) on or after the specified date, or those who will complete the course by March 31, 2016..

(d) Applicants who have completed, or are expected to complete 16 years of school education overseas by the end of March 2016.

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

(f) 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.

(g) 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 two English language requirements:
- (a) a score of 7.0 or more in the case of IELTS and a minimum mark of 6 for each category.
 - (b) a score of 100 or more in the case of TOEFL iBT.

IELTS or TOEFL iBT score reports are valid for two years. The score report must be of a test taken by the applicant between 1 June 2013 and 24 May 2015. Scores will be deemed to have expired if the test was taken more than two years prior to submission of this application, namely, before 1 June 2013.

Please note that the KUSP Programme is designed mainly for those students who will start the master's course in the Graduate School of Economics, Keio University in the spring of 2016. Those students who are already enrolled in the master's course in the Graduate School of Economics, Keio University, may apply for the Programme, but should note that it will take at least two years for any successful applicant to complete the Programme commencing in the autumn of 2016 and to be granted the Double Master's Degree, regardless of the student's current academic year.

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's course commencing in the spring of 2016, but not be granted admission to the KUSP Programme commencing in the autumn of 2016.

Applicants to the KUSP Programme cannot simultaneously apply for the Master's programme in the Graduate School of Economics, Keio University as either a domestic or a foreign student.

Applicants to the KUSP Programme cannot simultaneously apply for the CEMS MIM Programme.

3. Application Period

15 June 2015 to 22 June 2015.

Web registration should be made between 11 June 2015 (opening at 10:00, Japan time) and 22 June 2015 (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/) between 11 June 2015 (opening at 10:00, Japan time) and 22 June 2015 (closing at 15:00, Japan time). Then all application documents should be sent by registered mail in one package directly to the following address. (But see 6(iv) below.)

Keio University, the Office of Student Services (Graduate School of Economics)
2-15-45 Mita
Minato-ku
Tokyo 108-8345
Japan

The documents must arrive at this address by 22 June 2015.

Applications that do not contain a complete set of all 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 convenience 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 your application documents.

(ii) Payment at a Convenience Store in Japan

Visit the website (<https://e-shiharai.net/english>) and follow the instructions stated there to obtain a “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 KUSP Programme Online Application Web Entry as part of your application documents.

The application fee will not be refunded under any circumstances except in such cases as the applicant has not sent the application documents by mail, the application has not been accepted by the Keio University, or the applicant has mistakenly paid the application fee twice. Should such cases arise, please contact the Office of Student Services (Graduate School of Economics) (mail to: mita-kei@adst.keio.ac.jp).

6. Application Documents

Applications must contain the following documents:

(i) Keio University-Sciences Po (KUSP) Double Master’s Degree Programme Online Application Web Entry. (This must be filled in, printed out, and sent to the Keio University, the Office of Student Services (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 an academic supervisor [hereafter the Referee] 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 Referee, and be signed and sealed by the Referee.

The confidential referee's report on the applicant may be sent separately to this address by the person who has written the report.

(v) The IELTS Test Report Form or the TOEFL iBT Examiner's Score Record. Only originals of the results will be accepted. The originals of the IELTS Test Report Form or the TOEFL iBT Examiner's Score Record 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 and the TOEFL iBT Examiner's Score Record, application documents will not be returned.

7. Screening

Screening for admissions will be based first 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 10:00 (Japan time) on 24 July 2015. Prior to this, an e-mail notifying an applicant that his/her Application Documents have been received will be sent to the applicant by Keio University's the Office of Student Services (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 following 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 10 and 11 September 2015, respectively, on 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)

10 September 2015, at the Mita Campus.

Economics: 10:00-11:20

Arrival Deadline:9:45

Venue will be announced on the notice board.

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

Use a pencil, a mechanical pencil (Black 「HB」 or 「B」) or a black ballpoint pen for answering questions.

Applicants are not allowed to bring watches with any functions other than the normal time display function, such as a translation function or calculation function. Applicants must not use a watch's alarm function.

Switch off communication devices such as mobile phones and PHS, and put them in a bag during the examination.

Follow the instructions given by proctors at the examination venues.

Applicants are not allowed to leave the venue during the examination. If applicants feel sick or need to go to the restroom, they should raise their hand and follow the proctor's instructions.

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

Interviews (in English)

11 September 2015, at the Mita Campus.

Arrival Deadline: 12:45.

The venue for the interviews will be announced on the notice board of the Graduate School of Economics (Ground Floor, the Graduate School Building) at 12:30.

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

A list of applicants who will be permitted to proceed to the final selection to be made jointly by the staff of Sciences Po and Keio will be uploaded onto the website. The results are scheduled to be released at 19:00 (Japan time) on 11 September 2015. (Applicants appearing on this list should be regarded as having already been awarded a place in the Master's course in the Graduate School of Economics, Keio University.) Following the joint selection of successful applicants for the KUSP Double Master's Degree Programme by the staff of Sciences Po and Keio, the results of this selection will be posted to applicants by mail, and released on the website, in the middle of November

2015. Documents regarding admission procedures will be also posted to successful applicants for the KUSP Double Master's Degree Programme in the middle of November 2015. Successful applicants wishing to be enrolled in the Programme must pay all relevant fees (Admission Fee, Tuition Fee, Equipment Fee, etc.), and submit documents for their admission procedures between 2 March 2016 and 7 March 2016.

10. Tuition and Other Fees

(yen)

	<u>Paid to Keio University(Yen)</u>			<u>Paid to Sciences Po(Euro)</u>	
Semester	Registration Fee	Tuition Fee	Other requirements		Total (yen)
S 2016	30,000	460,000	4,650		494,650
A 2016			4,550	€13,820	€13,820 +4,550
S 2016			4,550		4,550
A 2016	30,000	460,000	4,550		494,550
S 2016	30,000	460,000	4,550		494,550

During Year 1 commencing in the autumn of 2016 and being spent at Sciences Po, tuition fees of €13,820 should be paid to Sciences Po, while students in the programme are exempt from paying tuition and most of other fees to Keio.

Tuition and other fees are subject to change without notice.

(1 MAY 2015, revised.)