

**Application Procedures and Guidelines for the 2016 Keio University-Global Alliance Master's Programme in International Management (CEMS MIM) (For those who are already enrolled in the Master's course in the Graduate School of Economics, Keio University.)**

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 29 of the world's top-level business schools and universities, and also includes more than 50 multinational corporate partners and several social partners, and offers a Master's degree in International Management (CEMS MIM). There are three key components of the CEMS programme: Term 1 (the equivalent of Keio's fall semester), Term 2 (the equivalent of Keio's spring semester), and an internship of at least 10 weeks. At least two of these components must be taken outside Japan. If Term 1 and Term 2 are taken outside Japan, students take CEMS courses at one of the CEMS schools for Term 1 and at another CEMS school for Term 2. If one of the terms is taken at a CEMS school other than Keio and the internship is taken outside Japan, students can take the remaining CEMS term at Keio University. For information about CEMS please see "For Keio Students(<http://www.ic.keio.ac.jp/en/study/cems/keio/index.html>)".

2. Eligibility

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

(i) Applicants should already be enrolled in the Master's programme offered by Graduate School of Economics, Keio University.

(ii) Applicants should meet one of the following five 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; or

(e) a score of B or above on the Certificate in Advanced English (CAE).

TOEFL CBT, PBT, iBT or IELTS score reports or CAE are valid for two years. The score report or the certificate must be for the test taken by the applicant between 1 June 2013 and 24 May 2015. Scores and the certificate 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.

※You must submit proof of your current English proficiency to the

Keio CEMS Office at the time of your application. However, if you are unable to meet the CEMS English requirement at the time you submit your application, but still have a strong desire to participate in the programme, make sure you consult with the Keio CEMS Office in advance as the application could be accepted in some cases on the condition that you submit proof that you meet the CEMS English requirement by the day before the Final Interview at the latest.

(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 also make an additional application to the Keio CEMS Office, the Office of Student Services (International Exchange Service Group) in relation to the actual CEMS course in the CEMS MIM Programme at CEMS schools and meet all the application qualifications prescribed in:

Keio CEMS MIM Programme Application Guidelines for Keio Students  
(<http://www.ic.keio.ac.jp/en/study/cems/keio/applykeio.html>).

Applicants to the CEMS MIM Programme cannot simultaneously apply for the Keio University-Sciences Po (KUSP) Double Master's Degree 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) to 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's Faculty of Economics web page

([http://www.econ.keio.ac.jp/en/graduate/double\\_degree](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 submitted to the Keio University, the Office of Student Services (Graduate School of Economics) between 15 June 2015 (opening at 8:45, Japan time) and 22 June 2015 (closing at 16:45, Japan time).

### 5. Application Documents

Applications must contain the following documents:

(i) Keio University-Global Alliance in Management Education (CEMS MIM) Programme Online Application Web Entry. (This must be filled in, printed out, and submitted to the Office of Student Services (Graduate School of Economics) at Keio

University, as part of the Application Documents, and will be treated as the applicant's Application Form and the Study Plan. 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. Applicants should also submit their Official Transcript of Academic Record of the Graduate School.

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

All application documents mentioned in (i) and (ii) above should be written in English and produced within the last three months.

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

## 6. Screening

Screening to select applicants from the Graduate School of Economics to proceed to the next stage of selection as Keio's CEMS students by Keio's CEMS Management Committee will be based on an examination of the application documents and an interview in English. Interviews will be held on 11 September 2015 at the Mita Campus of Keio University.

(1 May 2015, revised.)