

**Application Procedures and Guidelines for the 2017 Keio University-Global Alliance Master's Programme in Management Education (CEMS MIM) (For those who are planning to apply for admission into the Master's Programme in Economics at Keio University as part of the 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 30 of the world's top-level business schools and universities, over 70 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 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 2017.

(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 2017.

(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, 2017.

(d) Applicants who have completed, or are expected to complete 16 years of school education overseas by the end of March 2017.

(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 five English language requirements:

(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 must be for either of tests taken by the applicant and the certificate must be obtained by the applicant between 1 June 2014 and 22 May 2016. 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 2014.

(iii) Applicants must have received or must be expected to receive 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 applicants must make further application to the Keio CEMS Office, Office of Student Services (International Exchange Service Group) for actual CEMS courses 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>)

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's course commencing in the spring of 2017, but not be granted admission to the CEMS MIM Programme commencing in the autumn of 2017.

Regardless of whether an applicant is a foreign student or a domestic student, he/she cannot apply to the CEMS MIM Programme as a foreign student and a domestic student at the same time

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

### 3. Application Period

13 June 2016 to 20 June 2016.

Web registration should be made between 10 June 2016 (opening at 10:00, Japan time) to 20 June 2016 (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 Graduate School of Economics web page (<http://www.econ.keio.ac.jp/en/graduate/abroad/cems>) between 10 June 2016 (opening at 10:00, Japan time) and 20 June 2016 (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 20 June 2016.

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 Payments

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 applicant's 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 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 the Keio University-Global Alliance in Management Education (CEMS MIM) Programme Online Application Web Entry printout 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) (mailto: mita-kei@adst.keio.ac.jp).

## 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, 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 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 or the IELTS Test Report Form 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 TOEFL PBT, CBT and iBT Examiner's Score Record, the IELTS Test Report Form 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 10:00 (Japan time) on 29 July 2016. Prior to this, an e-mail notifying an applicant that his/her Application Documents have been received will be sent to the applicant by the Keio University, the Office of Student Services (Graduate School of Economics). On receiving this e-mail, an applicant should print out his/her 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 8 and 9 September 2016, respectively, at the Mita Campus of Keio University.

Keio University will send a "Certificate of Permission to Take Entrance Examination" to overseas applicants who have successfully passed the document screening. Present the certificate as requested in such cases that you apply for a visa to take the examinations. If you need this certificate, please request us by email.

## 8. Schedule of Written Examination and Interviews

Written Examination (in English)

8 September 2016, at the Mita Campus.

Economics: 10:00-11:20

Arrival Deadline: 9:45

The venue for this exam 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, mechanical pencil (Black 「HB」 or 「B」 ) or 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)

9 September 2016, at the Mita Campus.

Arrival Deadline: 12:45.

The venue for 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 Result, etc., and Admission Procedures

A list of applicants who have been accepted into the CEMS MIM Programme by the Graduate School of Economics at Keio will be uploaded onto the website. The results are scheduled to be released at 19:00 (Japan time) on 9 September 2016. (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.)

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

Applicants having been awarded a place in the Master's course in the Graduate School of Economics, Keio University, must pay all relevant fees (Admission Fee, Tuition Fee, Equipment Fee, etc.), and submit all the documents for admission procedures between 2 March 2017 and 7 March 2017.

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

Semester	<u>Paid to Keio University(Yen)</u>			
	Registration Fee	Tuition Fee	Other requirements	Total (yen)
S 2017	30,000	460,000	4,650	494,650
A 2017	30,000	460,000	4,550	494,550
S 2018	30,000	460,000	4,650	494,650
A 2018	30,000	460,000	4,550	494,550

Tuition and other fees are subject to change without notice.

(2 MAY 2016, revised.)