# emb_03**Keio University**

# **Faculty and Graduate School of Economics**

# **Student Exchange Application Form**

# **慶應義塾大学経済学部 交換留学生願書**

**ATTACH PHOTO**

**HERE**

(taken within 3 months, 4cm x 3cm, color, glossy)

**写真貼付**

（3ヵ月以内に 撮影したもの、4cm x 3cm、カラー）

**<Fall 2024 – Spring 2025>**

**Instructions　記入方法:**

1. Applications should be typewritten or **PRINTED** in block letters.  
   タイプまたは楷書で記入すること。
2. Years should be written in using the Western calendar.  
   西暦を使用すること。
3. Proper nouns should be written in full, and should not be abbreviated.  
   固有名詞は全て正式名称で記入し、省略しないこと。
4. Check the appropriate boxes.  
   所定の個所をチェックすること。
5. **Full Name　姓名**

※Spell your name as it appears on your passport.

パスポートの記載通りに名前を記入すること。

※**You must write your name in Japanese “Katakana or Hiragana “.**

**It will be displayed on your student ID card as you write.**

**書類に記入したカタカナ/ひらがな名が学生証にそのまま表示されるので必ず記入すること。**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Family Name　姓 | First Name　名 | Middle Name　ミドルネーム |
| Use only the English alphabet 英字  Do not use characters with accent marks (e.g. ą, ç, ë) \*  特殊文字を使わないこと(e.g. ą, ç, ë) |  |  |  |
| Katakana or Hiragana  カタカナ/ひらがな |  |  |  |
| Chinese Character  漢字 |  |  |  |

\* Our information system does not recognize characters with accent marks.

1. **Date of Birth　生年月日 (yyyy/mm/dd)** **3. Nationality/All Nationalities 国籍/全ての国籍**

Write all your nationalities if you hold multiple nationalities.

複数の国籍を所持している場合は全ての国籍を記入すること。

|  |  |  |  |
| --- | --- | --- | --- |
| / / | Age　年齢 |  |  |

**4. Sex　性別** **5. Marital Status　結婚歴**

□ Male　男 □ Female　女 □ Single　未婚 □ Married　既婚

1. **Home Institution 在籍大学**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of your home institution　学校名 | | Expected date of graduation (after completing your study at Keio) （留学後の）卒業見込み年月日  / / (yyyy/mm/dd) | | |
| Faculty/Graduate School　学部/大学院 | Major　 専攻 | | Minor　 副専攻 | Year at Home Institution　学年 |

1. **Period of intended study at Keio　慶應義塾大学での留学期間**

|  |
| --- |
| □2024 Fall Semester (September 2024 – March 2025)  □2025 Spring Semester (April 2025 – September 2025) |

1. **Program at Keio　希望するプログラム　　\*Choose ONE program from below**

|  |  |
| --- | --- |
| **□Undergraduate Program**  **(Short-term International Student)**  **学部プログラム（特別短期留学生）**  \* Open only to Undergraduate Student | **□Postgraduate Research Program**  **研究プログラム**  \* Open only to Graduate Student |

1. **Present Contact Details 現在の連絡先　\*Write clearly in BLOCK letters**

|  |  |  |
| --- | --- | --- |
| Present Address  現住所 | | |
| Tel. +  Fax. + | E-mail | Effective　有効期間  From yyyy/mm– To yyyy/mm  From / to / |

1. **Permanent Contact Details 定住所** □ Same as above　上記と同じ　**Write clearly in BLOCK letters**

|  |  |  |
| --- | --- | --- |
| Permanent Address  定住所 | | |
| Tel. +  Fax. + | E-mail | Effective　有効期間  From yyyy/mm– To yyyy/mm  From / to / |

1. **Emergency Contact Details 緊急連絡先　Write clearly in BLOCK letters**

|  |  |  |
| --- | --- | --- |
| Full Name　氏名 | | Relationship　本人との関係 |
| Address　住所 | | |
| Tel. +  Fax. + | E-mail | |

1. **Education (from primary education to present) 　学歴（初等教育～現在）**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Institution (major) 　学校名（専攻） | Location  所在地 | Degree  取得学位 | Period (yyyy/mm)  期間 | Number of years attended  就学年数 |
|  |  |  | / ～ / |  |
|  |  |  | / ～ / |  |
|  |  |  | / ～ / |  |
|  |  |  | / ～ / |  |
|  |  |  | / ～ / |  |
|  |  |  | / ～ / |  |
| Total years of education  就学年数の合計 |  |

1. **Employment 　(latest on top line) 　職歴（近年のものから）**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Organization　勤務先 | Location  所在地 | Type of Work  職務内容 | Period (yyyy/mm)  期間 |
|  |  |  | / ～ / |
|  |  |  | / ～ / |
|  |  |  | / ～ / |

1. **Read the statement below and sign if you agree. 　次の文を読んで署名すること。**

“I certify that the information given in this application is complete and accurate to the best of my knowledge, and if admitted, I agree to comply with the rules and regulations of Keio University.”

「私は上記の事実に相違ないことを認め、入学後は慶應義塾大学の規則に従います。」

|  |  |  |
| --- | --- | --- |
| Date:  日付 20 / / |  | Applicant’s Signature:  申請者署名 |

(Year) (Month) (Day)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Nomination (must be completed by a student exchange program coordinator at home institution)**   **交換留学担当者の署名**  ※If there is no signature here, this application will not be processed.  ここにサインがない場合は、本願書は選考過程に進みません。  I have reviewed the application, and I officially nominate this student to your student exchange program under the bilateral agreement. この学生を交換留学生として正式に推薦いたします。   |  |  |  | | --- | --- | --- | | Name of Institution:  大学名 |  | Department:  部署 | | Title:  役職 |  | Name:  名前 | | Date:  日付 20 / / |  | Signature:  署名 |   (Year) (Month) (Day) |

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1. **✔Checklist: The application must include ALL of the following documents.**

**✔チェックリスト：下記のすべての書類を提出すること。**

**Application Documents　出願書類**

|  |  |
| --- | --- |
| * 1.Official Nomination Letter (Cover Letter) from Home Institution * 2. Application Form (This form) * 3. Study Proposal * 4. One Academic Reference (Recommendation Letter)   from a professor at your home institution   * 5. Self-evaluation Sheet for Japanese Language Proficiency * 6. Official Transcript * 7. Certificate of Health * 8. 4cm(H) x 3cm(W) photo data | * 1. 所属大学からの推薦状または手紙 * 2. 慶應義塾大学交換留学生願書 * 3. 学習計画 * 4. 所属大学の教員による推薦書 * 5. 日本語能力調査書 * 6. 成績表 * 7. 健康診断書 * 8. 証明写真データ(縦4cm ×横 3cm) |

**Visa Documents ビザ申請用書類**

|  |  |
| --- | --- |
| * I have submitted the online form “Application for Certificate of Eligibility” | * 在留資格認定証明書交付申請書データをフォームにて提出済み |

**Missing Documents?**

If there is any document missing, please indicate when it will be submitted.

未提出の書類がある場合は、提出予定日を述べること。

|  |
| --- |
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