Keio University Graduate School of Media Design

Application Period-II 2020

Special Measures in Response to COVID-19

The COVID-19 outbreak is disrupting our social activities, thus the Keio University Graduate School of Media Design (KMD) has decided to make changes to the application procedure of both master's and doctoral programs for Application Period-II.

KMD will accept your application submission online via Web Entry System (you are still required to submit the original/physical documents by post). Your application submission will be accepted even some required certificates are not submitted by the application deadline due to COVID-19.

[Preliminary Entrance Qualification Review (only for those who require the review)]

For applicants who require Preliminary Entrance Qualification Review, in addition to sending the necessary documents by post, send the scanned documents (PDF) by email to KMD Admissions Office (kmd@info.keio.ac.jp) by the designated deadline.

[Web Entry Period]

The deadline for Web Entry in Application Period-II 2020 has been changed to 11:59 p.m. on Monday, September 28th, 2020 (Japan Standard Time) as a special measure.

[Submission Procedure]

Applicants will register for the application, receive their examinee number and submit (upload) the necessary documents using Web Entry System.

First, access Web Entry System to fill out the registration form to obtain your examinee number. Second, pay the application fee with the examinee number issued and write the same number on the designated place of each application documents. After you have the document files prepared, access the Web Entry System again to submit (upload) all the document files by 11:59 p.m. on Monday, September 28th, 2020 (Japan Standard Time). Also, send the original/physical documents by post postmarked on or before Monday, September 28th, 2020.

Application submission may not be accepted if the applicant received the examinee number but did not upload the application documents or send the original documents by post

properly.

[Application Documents]

Convert all the required documents into the designated type of electronic files and submit them online via Web Entry System by the deadline. For detailed information on how to prepare the electronic files, please refer to the instruction on the separate document uploaded on the KMD website. Also, send the original/physical documents by post using an express service which provides tracking such as FedEx or DHL from outside Japan and simplified registered express mail or registered express mail from within Japan.

[If applicants cannot submit Certificate of (Expected) Graduation (Completion), Certificate of Degree, Academic Transcript due to COVID-19]

Applicant who is currently enrolled in the university (or equivalent): Convert the latest grade report you retain into electronic file and submit it online. Also, please submit a copy of the document by post.

Applicant who has graduated from the university (or equivalent): Convert the latest grade report and diploma you retain into electronic files and submit them online. Also, please submit a copy of the documents by post.

Please obtain the official certificates from the university (or equivalent) as soon as they become available and submit them to KMD Office by post.

[Certificate of Japanese-Language Proficiency Test (N1)]

If you wish to be enrolled in master's program in April but cannot submit the certificate of N1 due to COVID-19, KMD will assess your language fluency by the submitted documents and interview session.

[Result of English Language Proficiency Test]

If you wish to be enrolled in master's program in September but cannot submit the result of English language proficiency test (TOEFL, IELTS, etc.) due to COVID-19, KMD will assess your language fluency by the submitted documents and interview session.

[Result of English Language Proficiency Test for GID and CEMS Programs]

For GID applicant, we will not require the applicant to submit the result of English language proficiency test at the time of application. Once the applicant is accepted and application for language proficiency examination is reopened, the applicant is required to take the examination and submit the score.

For CEMS applicant, Keio University is discussing the extension of submission deadline. Please contact KMD Admissions Office (kmd@info.keio.ac.jp) by email for instruction.

[Portfolio]
Please convert the portfolio into electronic files (e.g. take pictures of the portfolio) and submit it online.

[Letter of Recommendation]
Request your referee(s) to email the PDF version of the letter of recommendation directly to KMD Admissions Office (kmd@info.keio.ac.jp) by the application deadline. Request your referee(s) to include your full name in the letter of recommendation and email.

[Second Screening (Interview)]
Second screening (interview) will be held online via video conferencing system. Successful applicant of the first screening will be given further instruction regarding the online interview.

[Screening Results]
The screening results will be announced only online on Web Entry System. The results will not be announced in Hiyoshi Campus, Keio University.