

**Keio University Graduate School of Media Design**  
**(Application Period-I 2020)**  
**Special Measures in Response to COVID-19 and FAQ**

< 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-I.

KMD will accept your application submission online via web entry system. Your application submission will be accepted even some required certificates are not submitted by the application deadline due to COVID-19. Applicants will be required to send the physical/additional documents by post later. KMD will instruct applicants when to send the documents by post as soon as the shutdown of Keio University campuses is over and the university offices become able to receive mails. When you receive the instructions, please send the documents by post by the designated deadline.

The screening results will be announced only online. The results will not be announced in Hiyoshi Campus, Keio University.

<FAQ>

Q. Do I need to send the application documents by post?

A. Convert all the required documents into the designated type of electronic files and submit them online via web entry system by the deadline. Securely keep all the physical documents until KMD will instruct applicants when to send them by post.

For detailed information on how to prepare the electronic files, please refer to the instruction on the separate document uploaded on the KMD website.

Q. What shall I do if academic transcript, certificate of graduation or certificate of expected graduation cannot be issued?

A. Applicant who is currently enrolled in the university (or equivalent): Convert the latest grade report you retain into electronic file and submit it online.

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.

Please obtain the official certificates from the university (or equivalent) as soon as they become available.

Q. I am an applicant wishing to enroll in April as a master's program student. My native language is not Japanese, so I am required to submit a certificate verifying that I have attained the N1 level on the JLPT, but I cannot take the test due to COVID-19. What shall I do?

A. If you cannot submit the certificate of N1 due to COVID-19, KMD will assess your language fluency by the submitted documents and interview session.

Q. I am an applicant wishing to enroll in September as a master's program student. My native language is not English, so I am required to submit a result of English language proficiency examination such as TOEFL or IELTS, but I cannot take the examination due to COVID-19. What shall I do?

A. If you cannot submit the result of English language proficiency examination due to COVID-19, KMD will assess your language fluency by the submitted documents and interview session.

Q. I am applying to the GID Program/CEMS Program. My native language is not English, so I am required to submit a result of English language proficiency examination such as TOEFL iBT or IELTS, but I cannot take the examination due to COVID-19. What shall I do?

A. For GID applicant, we will not require the applicant to submit the result of English language proficiency examination 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 Office for instruction.

Q. I am preparing my portfolio. Do I need to submit the physical portfolio?

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

Q. How shall I submit the letter of recommendation?

A. Request your referee(s) to email the PDF version of the letter of recommendation directly to KMD email address ([kmd@info.keio.ac.jp](mailto:kmd@info.keio.ac.jp)). Request your referee(s) to include your full name in the letter of recommendation and email.

Q. Will the second screening (interview) be in Hiyoshi Campus, Keio University?

A. Second screening (interview) will be online via video conferencing system. Successful applicant of the first screening will be given further instruction regarding the online interview.