

Graduate Schools of Keio University  
Application Guidebook for the Keio  
University Law School, LL.M. in  
Global Legal Practice  
Admissions for the September 2024  
and April 2025 Intakes  
(Application Period I )

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NOTE

The Law School, LL.M. in Global Legal Practice does not qualify a student to sit for the bar exam in Japan or other countries.



### **Management of Personal Information at Keio University**

Keio University handles personal information in a secure and appropriate manner and in compliance with the “Keio University Basic Policy Concerning Protection of Personal Information” and the “Keio University Rules to Protect Personal Information.”

The names of individuals, their addresses, and other personal information provided for the application and admissions procedures will be used by the various departments of Keio University to ① carry out admissions procedures, ② carry out administration, communication, and procedures for matters concerning academic affairs, ③ carry out administration, communication, and procedures for matters concerning general student life, ④ carry out administration, communication, and procedures for matters concerning the use of university facilities and equipment, ⑤ send out communications for soliciting donations, school bonds and recruiting members for the Keio Iji-kai (Support Group) and the Keio Card, ⑥ send out various documents to students and guarantors and carry out other communications with them, ⑦ send out various information from Keio University to Keio alumni after graduation, etc. Furthermore, Keio University provides support to promote the activities of the various Mita-kai (alumni association) run by Keio alumni. To disseminate information on these activities or when we are approached by those in charge of establishing new Mita-kais for information on alumni, personal information may be provided after the prescribed procedures have been completed and a review has been conducted. (Unless a special notification has been submitted, information shared with the Mita-kai will be your name, home address, place of employment, and e-mail address in print form.)

For the above functions, part of the work is outsourced to contractors entrusted by Keio University (hereinafter "entrusted contractors"). When outsourcing, part or all of the personal information individuals have provided to Keio University may be shared with the entrusted contractors to the extent necessary to carry out the work.

In principle, Keio University will not disclose personal information of individuals to third parties.

In exceptional circumstances, such as when there is a legal obligation to do so, when determined to be necessary to protect the life, health, property, or other rights and interests of a student or a third party, or in other cases where there is an urgent need but consent from the individuals concerned cannot be obtained, personal information may be disclosed to third parties. In addition, data on personal information that has been statistically processed in a way that does not identify any individuals will be used as survey and research material for the selection of new students to the university. Thank you for your understanding.

### **Special Measures for Applicants in Areas Hit by Large-scale Natural Disasters**

For the purpose of reducing the financial burden on applicants who live in areas effected by large-scale natural disasters (areas designated by the Japanese government as having experienced a “Disaster of Extreme Severity”), Keio may take special measures based on the situation in the affected areas. For details and application materials, refer to the following URL: <https://www.keio.ac.jp/en/admissions/>  
TEL: 03-5427-1566 (Admissions Center)

### **Security Export Controls**

To ensure that the content of education and research for international students does not interfere with the maintenance of international peace and security, Keio University maintains security export controls based on the Foreign Exchange and Foreign Trade Act. Under these controls, the university confirms in advance whether the permission of the Minister of Economy, Trade and Industry is required before exporting/transferring goods and technologies outside Japan, or before providing international students and researchers in Japan with access to those technologies. As a result, students may not be able to participate in academic or research activities as desired.

\*For details on security export controls, please refer to the website of the Ministry of Economy, Trade and Industry. <https://www.meti.go.jp/policy/anpo/englishpage.html>.

Applicants who need special consideration due to disabilities must contact the Office of Student Services Academic Affairs Group (Law School) by the deadline listed below:

For April matriculation: November 30 of the previous year  
For September matriculation: June 30 of the same year

## **1. Admissions Application Guide for Prospective Applicants**

### **1-1. Admissions Policy**

The aim of the master's degree program (LL.M.) in Global Legal Practice is to cultivate legal professionals who will play active roles on the world stage, as well as legal staff for multinational corporations and international organizations. The program welcomes applicants with the resolve and ability to tackle the challenging task of acquiring an understanding of legal systems not only in Japan but across the world and communicating this understanding in English.

The selection process requires applicants to submit a statement of their purpose in applying for the program and career plans, together with documentation concerning their English language proficiency, character evaluation, academic performance in law and related disciplines, prior acquisition of legal professional qualifications, experience in legal practice, and other matters. Each applicant is subjected to a comprehensive evaluation based on standardized quantitative and qualitative criteria. In order to enable the acceptance of a wide variety of students, the program has matriculation periods in both spring (April) and fall (September), catering to the needs of applicants residing in Japan and those from outside Japan (international students). Two application periods are held each year in accordance with these two matriculation periods, with results announced separately for each period. Application Period I is usually held in May for entrance in September of the current year and April of the following year, and Application Period II is usually held in December for entrance in both April and September of the following year.

To date, the master's degree program in Global Legal Practice has accepted international students under the Japan International Cooperation Center's Project for Human Resource Development Scholarship and the Japan International Agency's Long-term Trainee Program. However, the selection schedule described above poses procedural barriers for prospective applicants under these projects, and such applicants are therefore offered a dedicated "Admissions Office"-style screening (based upon special recommendation) held from March to April each year.

### **1-2. Major Discipline and Admission Quota**

Graduate School	Program Type	Major Discipline	Admission Quota*
Law School	Professional Degree Program	Master of Laws (LL.M.) in Global Legal Practice	30

\*The admission quota refers to the total number of students admitted in April and September each academic year.

### **1-3. Eligibility Requirements**

Applicants who meet all of the following requirements (1 and 2) are qualified to apply for admission. However, those who do not have a university degree but possess a certification as an officer of the court might nonetheless fulfill the eligibility requirements of items 1.(8) or 2.(3). In such cases, the applicant must undergo an application eligibility screening prior to submitting an application.

1. An applicant must satisfy at least one of the following requirements:

- (1) The applicant has graduated or is expected (\*1) to graduate from an undergraduate university program.
- (2) The applicant has received or is expected (\*1) to receive a Bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education.
- (3) The applicant has completed or is expected (\*1) to complete 16 years of academic education overseas.
- (4) The applicant has completed a professional course, which is specified by the Minister of Education, Culture, Sports, Science and Technology, as a special training school (and at which the minimum term of study is four years and which meets all criteria set by the Ministry of Education, Culture, Sports, Science and Technology of Japan) on or after the specified date, or the applicant will complete such a course (\*1).
- (5) The applicant is designated by the Ministry of Education, Culture, Sports, Science and Technology.
- (6) Enrolled in the third year or higher at a university or with equivalent qualifications at the time of application and must be assessed as having outstanding academic results exceeding the requirements set by Keio University Law School.
- (7) Awarded or expect to be awarded a degree equivalent to a bachelor's degree for the completion of a course requiring three years or more at a university outside Japan, etc. by the time of admission.
- (8) The applicant is recognized by Keio University as having an equivalent qualification to one of the qualifications listed in (1) through (7) above and will be 22 years of age by the date of his or her matriculation (\*2).

2. An applicant must satisfy at least one of the following requirements:
- (1) The applicant has received a Bachelor's degree in law or jurisprudence or a Juris Doctor degree.
  - (2) The applicant is qualified to practice law in any country at the time of application.
  - (3) The applicant has a basic knowledge of jurisprudence (equivalent to graduation from an undergraduate law faculty) other than item 2.(1) and 2.(2) (\*2).

\*1: "Expected" graduation means the following:

For the September matriculation, the applicant is expected to graduate by Sept. 21 on the year of entry.

For the April matriculation, the applicant is expected to graduate by Mar. 31 on the year of entry.

\*2: Those seeking admission on the basis of eligibility requirement item 1.(8) or 2.(3) must undergo an "Applicant Eligibility Certification" screening beforehand. Please submit the following application documents within the time period specified in "1-4. Application Schedule" below.

**Keio University Law School cannot answer to individual questions regarding the applicant's eligibility. If the applicant seeks to find out his or her eligibility, please apply for the "Applicant Eligibility Certification".**

### ● Document Submission Required for "Applicant Eligibility Certification"

1. Application Form for Applicant Eligibility Certification (prescribed form)
2. Resume Form for Applicant Eligibility Certification (prescribed form) (Fill in your entire educational background from elementary school.)
3. Proof of latest academic record (i.e. Certificate of (Expected) Graduation or Completion)  
(If Keio University determines that you fulfill the eligibility requirements to apply, you will not be required to submit an additional proof of your latest academic record when you submit your application documents.)
4. Statement of Reasons for Requesting "Applicant Eligibility Certification"  
>> Open-ended format. Explain in English the reasons why you consider yourself to have academic ability (equivalent to or exceeding that of a university graduate) sufficient to apply for this Law School, LL.M. in Global Legal Practice, including any research experience or achievements. Please attach reference materials concerning your research if available.

Please note the following:

- All documents should be original documents (not copies).
- If the original document is not in Japanese or English, a Japanese or English translation verified by an official organization such as an embassy or a notary office must also be submitted along with the original document.
- Download the prescribed forms from: <https://www.keio.ac.jp/en/grad-admissions/other/eligibility/>
- There is no application fee for this screening.
- Results will be sent to each applicant directly.

### ● How to Submit Your Documents

Please send the required documents (in PDF format) by email to Keio University Law School at the following address: [ls\\_admissions@info.keio.ac.jp](mailto:ls_admissions@info.keio.ac.jp).

\* If the attached file is too large, we may not receive your message. If you do not receive a response within three days of sending the email, please resend the files separately.

#### 1-4. Application Schedule

Item	Application Period I (September 2024 and April 2025 matriculation)	Application Period II (April and September 2025 matriculation)
Application Period for English Proficiency Test Exemption (for applicants who are not native English speakers)	Apr. 8 (Mon) –Apr.12 (Fri), 2024 (Japan time)  <b>The application for exemption must be received by Keio via e-mail during the period above.</b>	Sep. 17 (Tue) –Sep. 20 (Fri), 2024 (Japan time)  <b>The application for exemption must be received by Keio via e-mail during the period above.</b>
Application Eligibility Certification (only for applicants seeking admission on the basis of eligibility requirement item 1(8) or 2(3))	Apr. 15 (Mon) – Apr. 19 (Fri), 2024 (Japan time)  <b>All submitted documents must be received by Keio via e-mail during the period above.</b>	Sep. 24 (Tue) –Sep. 27 (Fri), 2024 (Japan time)  <b>All submitted documents must be received by Keio via e-mail during the period above.</b>
Web Entry	May 9 (Thu) 10:00 – May 23 (Thu) 23:00, 2024 (Japan time)	Oct. 22 (Tue) 10:00 – Nov. 5 (Tue) 23:00, 2024 (Japan time)
Payment of Application Fee	May 9 (Thu) 0:00 – May 23 (Thu) 23:00, 2024 (Japan time)	Oct. 22 (Tue) 0:00 – Nov. 5 (Tue) 23:00, 2024 (Japan time)
Submission of Required Documents	May 9 (Thu) – May 23 (Thu), 2024 (Japan time)  <b>All submitted documents must be uploaded during the period above.</b> *Academic transcripts and certificate(s) of graduation must be sent by postal mail during the admission procedure period following the announcement of admissions results. *If the original documents are not received by Keio University by the deadline, your qualification to enroll in Keio University will be canceled or rescinded.	Oct. 22 (Tue) – Nov. 5 (Tue), 2024 (Japan time)  <b>All submitted documents must be uploaded during the period above.</b> *Academic transcripts and certificate(s) of graduation must be sent by postal mail during the admission procedure period following the announcement of admissions results. *If the original documents are not received by Keio University by the deadline, your qualification to enroll in Keio University will be canceled or rescinded.
Acceptance of Application	By June 2024	By December 2024
Announcement of Results	Jul. 22 (Mon) 17:00, 2024 (Japan time)	Dec. 16 (Mon) 17:00, 2024 (Japan time)
Admissions Procedure	September 2024 matriculation: Jul. 23 (Tue) 10:00 – Aug. 9 (Fri) 23:00, 2024 (Japan time)	April 2025 matriculation: Dec. 17 (Tue)10:00, 2024 – Jan.15 (Wed) 23:00, 2025 (Japan time)
	April 2025 matriculation: Dec. 17 (Tue)10:00, 2024 – Jan. 15 (Wed) 23:00, 2025 (Japan time)	September 2025 matriculation: Further details will be provided to admitted applicants.

\* Make sure to complete all necessary procedures such as Web Entry, Payment for Application Fee and Submission of

Required Documents. **The Keio University will not accept applications unless all of the above procedures are completed.**

### 1-5. Web Entry (Online Registration)

Every applicant is required to complete Web Entry using the following webpage during the Web Entry period. The Application Sheet (printable by following the instructions provided on the webpage below) needs to be submitted with other required documents in digital format.

<https://www.guide.52school.com/guidance/net-keio-g/eng/>

### 1-6. Application Fees

To pay the fee, follow the instructions on the following website.

**Payment for Application Fee** <http://www.guide.52school.com/guidance/net-keio-g/eng/>

Application Categories	Application Fee*	Payment Option
1. Overseas applicants** (only those applicants, regardless of nationality, who reside outside Japan either for study or work at the time of application and continue to do so until the announcement of the application results)	¥10,000	Credit card payment
2. All applicants who are not “overseas applicants” (including domestic applicants)	¥35,000	Payment at convenience store, ATM (Pay-easy), or Internet banking.

\*Be sure to keep your receipt of payment until all admissions procedures are completed.

\*\*Applicants for Application Category 1 (i.e., overseas applicants) must submit a certificate of enrollment at an educational institution or proof of current employment to prove that they have been living and will be living overseas during the required time periods.

#### **Refund of Application Fee**

In principle, application fees will not be refunded. However, a refund may be considered in the following cases:

A. When the applicant has paid the application fee but has not filed an application (i.e., application documents were not sent, or the application was not received by Keio University.)

B. When the application fee has been paid twice by mistake.

Those to whom A or B applies should contact the Academic Affairs Group for Graduate Admissions within one week after the final day of the application period. Convenience stores are not able to refund any payments.

**<Period for Admissions Fee Refund Requests>** Within one week of the final day of the admissions period

- Keio University is not able to accept applications or refund payments in the event that there are mistakes or omissions in the applicant’s submitted documents. Accordingly, applicants are advised to carefully complete and review their documents prior to submission.
- Payment processing and transaction fees are not refundable.

## **2. Submission of Application**

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After completing the web entry, please click the "Application Confirmation" button on the following link and you will see the "List of Applications" page. Please click the "Register Documents to Submit" button and upload your application documents by the deadline. Make sure that the digital copies are sufficiently high-resolution so that Keio Law School will be able to read the documents.

<https://www.guide.52school.com/guidance/net-keio-g/eng/>

Please download the prescribed forms from the following page on the Keio University Law School website:

<https://www.keio.ac.jp/en/grad-admissions/masters/lis/>

\* You don't need to send the application documents by postal mail during the application period. Regarding academic transcripts and certificate(s) of graduation, originals must be submitted by postal mail to the address shown on the last page of this guidebook during the admission procedure period following the announcement of admissions results. Please send the documents using either (1) Japan Post's recorded delivery service, kani kakitome (簡易書留), if the documents are sent within Japan, or (2) by traceable express mail service (e.g., "EMS"), if the documents are sent from abroad.

Make sure to **use the language specified** for each application document. If any documents are written in a language other than the specified language, **a Japanese or English translation verified by an official organization such as an embassy or a notary office must also be submitted along with the original document.** Applicants should be aware that a Japanese or English translation verification can take a significant amount of time. Applicants requiring a translation verification should ask an appropriate official organization to send the verification as early as possible.

Application Document	Prescribed Form	Notes	Language
1. Checklist	<input type="radio"/>	<ul style="list-style-type: none"> <li>· Download the “<b>Checklist</b>” from “<a href="https://www.keio.ac.jp/en/grad-admissions/masters/ls/">https://www.keio.ac.jp/en/grad-admissions/masters/ls/</a>”.</li> <li>· Use it to confirm that you have prepared all required documents, ticking the boxes for prepared documents.</li> </ul>	/
2. Application Form	<input type="radio"/>	<ul style="list-style-type: none"> <li>· Download the “<b>Application Form</b>” from the web entry website after completing the web entry. Do not write anything on the Application Form after printing it out.</li> </ul> <p><b><u>Applicants may not change their desired matriculation date after submitting the application documents.</u></b></p>	English
3. Personal Statement	<input type="radio"/>	<ul style="list-style-type: none"> <li>· Download the “<b>Personal Statement</b>” from “<a href="https://www.keio.ac.jp/en/grad-admissions/masters/ls/">https://www.keio.ac.jp/en/grad-admissions/masters/ls/</a>” and fill in all sections by digital text input or with a black or blue-ink pen. Pencil is not acceptable. <b>Your signature must be handwritten.</b></li> <li>· Submit an essay for each of the prompts below, using 1,000 words or less for each prompt. Please note that the word limit includes any footnotes, citations, and references.               <ol style="list-style-type: none"> <li>① Please let us know what you wish to learn at Keio University (or in Japan) and your career plans after this program. Also, please share your anticipated study plan if you wish to participate in an exchange program and/or double degree program.</li> <li>② Please provide an analysis of a proposed solution to a legal issue or problem of your choice.</li> </ol> </li> </ul> <p>*After you apply for admission, we may request additional documents during the screening process as needed.</p>	English

<p>4. Confidential Reports on the Applicant (Cover Sheet and Recommendation Letter) (No requirements as to format of Recommendation Letter) (Either in English or in Japanese)</p> <p>Submit at least one, but no more than two, recommendation letters.</p>	<p>○ Word</p>	<ul style="list-style-type: none"> <li>· At least one person, but no more than two persons, must submit a letter of recommendation on behalf of the applicant. The recommendation should be written by a faculty member at the applicant's university (or graduate school) who has been the applicant's academic supervisor or who has held an equivalent position.</li> <li>· The person(s) providing the report should fill out the report and create a digital copy (scan or photo) of the report. Please ask the person(s) providing the report(s) on your behalf for permission to disclose their email address(es) (preferably their official institutional email address, although that is not required) to Keio Law School. Once you have their permission, inform Keio Law School of their email address(es) by sending an email to <b>ls_admissions@info.keio.ac.jp</b> during the web entry period. Keio Law School will send the instructions for uploading to the person(s).</li> <li>· Please make sure to have the person recommending you upload both the cover sheet (<a href="https://www.keio.ac.jp/en/grad-admissions/masters/ls/">https://www.keio.ac.jp/en/grad-admissions/masters/ls/</a>) and the recommendation letter.</li> <li>· We may make inquiries to the recommender regarding the confidential report as needed.</li> </ul> <p>*By submitting your application form, you waive the right to access the Confidential Reports on the Applicant (recommendation letters) provided as part of your application. No information contained in the reports will be disclosed to you by Keio University.</p>	<p>English or Japanese</p>
<p>5. Certificate of Graduation or Statement of Expected Graduation/ Certificate of Degree Award or Certificate of Expected Degree Award *Originals should be sent by postal mail during the admission procedure period after the announcement of admissions results.</p>		<ul style="list-style-type: none"> <li>· Applicants must submit a certificate evidencing receipt of each degree claimed and, if applicable, a statement of expected graduation.</li> <li>· In principle, all documents should be originals. When it is absolutely necessary to provide a photocopy instead of an original, the photocopy should be authenticated by the applicable educational institution.</li> <li>· Any Statement of Expected Graduation must show an expected date of graduation.</li> <li>· If the acquired degree is not stated specifically on the Certificate of Graduation or the Statement of Expected Graduation, applicants must submit a Certificate of Degree Award or a Certificate of Expected Degree Award.</li> <li>· If the original document is not in Japanese or English, a Japanese or English translation verified by an official organization such as an embassy or a notary office must also be submitted along with the original document.</li> <li>· Those who have graduated from universities in mainland China must also submit an Online Verification Report of Higher Education Qualification Certificate. Register on the Chinese Ministry of Education website&lt;<a href="http://www.chsi.com.cn/xlcx/bgys.jsp">www.chsi.com.cn/xlcx/bgys.jsp</a>&gt; and obtain a report in a PDF file and print it out. Please</li> </ul>	<p>English or Japanese</p>



		make sure the validity period of the report is at least 6 months at the time of submission.	
6. Transcript of Undergraduate and Graduate Academic Record *Originals should be sent by postal mail during the admission procedure period after the announcement of admissions results.		<ul style="list-style-type: none"> <li>· Applicants must submit academic transcripts from all post-secondary educational institutions in which they have been enrolled in a degree program.</li> <li>· Applicants who have received a degree or are expected to receive a degree from multiple departments should submit a transcript of academic record from each department.</li> <li>· In principle, all documents should be originals. Photocopies are not acceptable. When it is absolutely necessary to provide a photocopy instead of an original, the photocopy should be authenticated by the applicable educational institution.</li> <li>· If the original document is not in Japanese or English, a Japanese or English translation verified by an official organization such as an embassy or a notary office must also be submitted along with the original document.</li> </ul>	English or Japanese
7. English Test Score of one of the following: TOEFL iBT and IELTS Academic scores are recommended, but TOEIC scores are also acceptable. <b><u>(Applicants who are not English native speakers only)</u></b>		<ul style="list-style-type: none"> <li>· Applicants who are not English native speakers must submit one of the following: a TOEFL iBT score, an IELTS Academic score, or a TOEIC score. Although we accept TOEIC scores, we strongly encourage applicants to submit a TOEFL iBT or IELTS score.</li> <li>· Applicants who have completed a degree program taught in English at a university in a country where English is the official language and have spent at least one academic year in the country are not required to submit an English proficiency test score.</li> <li>· Applicants who are not native English speakers may apply for an exemption from the English proficiency test requirement. To apply, the applicant must submit an explanation of sufficient English proficiency together with supporting documents (if any) by email to <b>ls_admissions@info.keio.ac.jp</b> during the application period indicated above. Such applications will be reviewed on a case-by-case basis and there is no guarantee they will be approved.</li> <li>· In the event that your application is denied, you will be required to submit one of the English scores listed above.</li> <li>· The score report must be an original. Photocopies are not acceptable.</li> <li>· Results of TOEFL iBT Special Home Edition are accepted. TOEFL-ITP, IELTS (General Training) and TOEIC Institutional Program (IP) are not acceptable.</li> </ul> <p>【TOEFL: Official Score Report】</p> <ul style="list-style-type: none"> <li>· Submit both an Official Score Report and a copy of the Test Taker Score Report.</li> </ul> <p><u>Official Score Report</u></p> <ul style="list-style-type: none"> <li>· Applicants should ask ETS to send the Official Score Report directly to Keio University. The TOEFL Institution Code for Keio University is 0773, and the Department Code is 03. ETS will send an Official Score Report directly to Keio University after the test if the applicant follows the designated procedures when applying to take the test or by one day prior to the test date. You can also request that ETS</li> </ul>	

	<p>send an Official Score Report after the test date by following ETS's instructions.</p> <p><u>Test Taker Score Report</u>  In addition to the Official Score Report, each applicant must print out and submit a copy of the Test Taker Score Report.</p> <p>The Official Score Report must be of a TOEFL iBT test taken by the applicant and must meet the following requirements:</p> <p>[Examination Period]  · The Official Score Report must be of a TOEFL iBT test taken within 2 years from the final day of the application period.</p> <p>[Score arrival deadline]  · The Official Score Report must arrive by the final day of the application period. Keio University will access Official Score Reports through the online portal based on a copy of the Test Taker Score Report. It may take two weeks for the score reports to be delivered online to Keio University. Make sure to take the test and send the Official Score Report well in advance of the deadline. We will not respond to inquiries regarding the arrival of score reports.</p> <p>[IELTS (Academic): Test Report Form]  <u>Submit a Test Report Form</u>  · Please ensure that the test-conducting organization sends the Test Report Form directly to Keio University. (The destination of the Test Report Form must be the "Academic Affairs Group for Graduate Admissions" at Keio University.) In addition to this, each applicant must submit a copy of <u>Test Report Form with the applicant's application.</u></p> <p>· For Keio University to accept the Test Report Form, the report must be for an IELTS test taken by the applicant during the examination period specified below and must be delivered by the score arrival deadline specified below.</p> <p>[Examination Period]  · The IELTS test must have been taken within 2 years from the final day of the application period.</p> <p>[Score Arrival Deadline]  · The Test Report Form must arrive by the final day of the application period. Keio University will access Test Report Forms through the online portal. It may take two weeks for the score to be delivered online to Keio University. Make sure to take the test and send a Test Report Form well in advance of the deadline. We will not respond to inquiries regarding the arrival of score reports.</p> <p>[TOEIC Listening &amp; Reading Official Score Certificate]</p>	
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8. Photocopy of Passport <b><u>(Applicants with non-Japanese nationality only)</u></b>		<ul style="list-style-type: none"> <li>· An applicant who is not a Japanese citizen should submit a photocopy of his or her passport ID page (photograph page).</li> </ul>	
9. Photocopy of Residence Card or Foreign Resident Registration Card <b><u>(Applicants with visa qualification to stay in Japan only)</u></b>		<ul style="list-style-type: none"> <li>· Submit a photocopy of the front and back of the applicant’s Residence Card or Foreign Resident Registration Card. <b><u>This document is required for applicants who have a visa qualification to stay in Japan at the time of application.</u></b></li> </ul>	
10. Certificate of Enrollment at an Educational Institution or Proof of Current Employment <b><u>(Overseas applicants)</u></b>		<ul style="list-style-type: none"> <li>· Overseas applicants must submit a Certificate of Enrollment at an Educational Institution or Proof of Current Employment. There is no required form of certificate, but the document provided must certify the applicable educational institution or employer.</li> <li>· If the document is not written in English or Japanese, submit a translation. The translated document must be certified by the organization that it has the same description as the original one.</li> <li>· Regardless of your nationality, the document must prove that you reside outside of Japan and study or work from the beginning of the application period until the date of Announcement of Results. If you are unable to provide such a document, then you must provide a document proving that you are residing outside of Japan at the time you submit your application.</li> </ul>	
11. Application for Certificate of Eligibility (CoE) *This should be submitted by e-mail.		<ul style="list-style-type: none"> <li>· In order to apply for a visa, applicants need the “Certificate of Eligibility” issued by the Ministry of Justice, Immigration Bureau in Japan. The Certificate of Eligibility will enable applicants to obtain a visa more easily. Applicants requiring Keio University to apply for Certificate of Eligibility on their behalf should send the completed Application for Certificate of Eligibility and other necessary documents to Office of Student Services by the application deadline.</li> <li>Keio University will make the application for the Certificate of Eligibility on the applicant’s behalf at the Immigration Bureau in Japan. When the Immigration Bureau determines that it is acceptable for the applicant to enter Japan, they will inform Keio University and issue the Certificate of Eligibility, which will be delivered to the applicant. Once the applicant obtains the Certificate of Eligibility, the applicant must go to the Japanese consulate/embassy in the applicant’s country of residence to apply for a student visa.</li> </ul>	

		<p>[WHAT TO SUBMIT]</p> <p>(1) Application for Certificate of Eligibility  The applicant should apply using the CoE Application Form or the excel format file available at the following link:  <a href="https://www.keio.ac.jp/en/grad-admissions/other/visa/">https://www.keio.ac.jp/en/grad-admissions/other/visa/</a></p> <p>When editing the form, please refer to the sample which can also be downloaded from the link. After completing the excel form, please submit it to “<b>ls_admissions@info.keio.ac.jp</b>” by the application deadline. If you have completed the online CoE Application Form, send the other required documents to “<b>ls_admissions@info.keio.ac.jp</b>”.</p> <p>The title of the e-mail should be as follows:  “KLS_LLM_CoE_ <i>Name of Applicant</i>”</p> <p>(2) Proof of Bank Account Balance or Scholarship Award that will cover academic fees and expenses for the first year of applicant’s enrollment. This document should be in either English or Japanese.</p> <p>[Notes]</p> <p>1) Keio University applies, on behalf of an applicant, for a student visa. Those who wish for another visa status must apply on their own. Keio cannot apply for visas for any person other than the applicant (meaning that we cannot apply for visas for the applicant’s family members and such).</p> <p>2) Those applicants who decline offers of admission must have their Certificate of Eligibility sent back to Keio University immediately.</p> <p>3) Applicants admitted to any other program(s) should notify Keio University. Applicants cannot make multiple applications for a Certificate of Eligibility.</p> <p>4) In some cases, the Immigration Bureau may require additional materials from applicants.</p>	
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### **3. Notification of Acceptance of Application Documents and Confirmation of Examination Number**

When the application documents arrive at Keio, the documents will be reviewed, and if the application is accepted a message which says "Application Documents Accepted" will be displayed in red in the "Reference Number" on the "List of Applications" screen.

Keio does not notify whether the application documents have arrived at the University or not. If the submitted documents are accepted, " Application Documents Accepted " will be displayed. However, if there are any incomplete application documents, the application may not be accepted.

In addition, the applicant's examination number is usually the same as the reference number, but the applicant can also check it from the “Application Form” so please check there.

#### **4. Application Review Process**

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Assessment of each applicant is based on an evaluation of the applicant's submitted documents. Some applicants may be required to submit additional documents or participate in an interview by telephone or by video conference during the screening process.

#### **5. Announcement of Admissions Results**

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The announcement of admissions results will be posted on our Online Result Inquiry website indicated below. Each applicant will be needing his or her "examination number" and "security code" which the applicant entered as part of the online web entry. Keio University cannot provide any information regarding application results by any other means, including phone, fax, or e-mail. Queries concerning application results will not be accepted.

<https://www.guide.52school.com/guidance/net-keio-g/eng/>

#### **6. Notes on Admission**

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- (1) Keio University cannot answer any questions regarding the review of applications, announcement of admissions results, or arrival of submitted documents.
- (2) Keio University is not able to return application documents after submission nor is it able to refund application fees. Also, you may not revise any documents once submitted.
- (3) Notes for applicants submitting a Certificate of Expected Graduation:  
Applicants seeking to matriculate in September must submit proof of graduation acceptable to Keio University by September 21.  
Applicants seeking to matriculate in April must submit proof of graduation acceptable to Keio University by March 31. Keio University will not allow such applicants to matriculate unless proof of graduation is provided by the deadline, even if they otherwise successfully completed the admissions process.  
You cannot be enrolled at another university (graduate school) as a full-time degree student after the enrollment date.
- (4) If you provide false information in your application documents, your qualification to enroll in Keio University will be canceled or rescinded. (The Academic Affairs Group for Graduate Admissions may contact the institution that issued any certificates or other documents included in your application to confirm that such documents are valid.) Any cheating or forgery will be treated in the same way. In such cases, Keio University will not refund any application fees or tuition fees.

#### **7. Provision of Documents Regarding Admission Procedures**

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Details will be announced only to admitted applicants online. For applicants enrolling from September 2024, the Entrance Procedures Documents will be available immediately after the announcement of acceptance. For applicants enrolling from April 2025, the Entrance Procedures Documents will be available from late December 2024.

**【Address for the submission of documents for Admission Procedures】**

2-15-45 Mita, Minato-ku, Tokyo, 108-8345, Japan

Keio University Academic Affairs Group for Graduate Admissions (Law School)

+81-(0)3-5427-1609

**【Contact information】**

- Updated information on the admission process will be available at the following website, which applicants should check regularly.

**Website:** <https://www.keio.ac.jp/en/grad-admissions/masters/ls/>

- We accept inquiries by email.

**E-mail:** [ls\\_admissions@info.keio.ac.jp](mailto:ls_admissions@info.keio.ac.jp)