



# 【PEARL】 Study Abroad Guide



This guide will take you through the various procedures involved in studying abroad and the requirements in fulfilling your academic program at Keio. **Please look over all of the information included here before leaving for your study abroad program.**

## ■ Academic fees and expenses

Students will be exempt from the academic fees of the host university during **student exchange programs**.

For **privately financed study abroad programs**, students will be exempt from tuition/facilities fees for Keio University (by semester) for the duration they are unable to attend courses. Students must first pay Keio University the full amount for academic fees and expenses and then apply for a refund of tuition costs after their return to Japan. Please therefore ensure that you retain the receipt(s) of bank transfer(s) for payment of academic fees and expenses. The exemption application forms will be enclosed together with a student's notice of approval for studying abroad.

## ■ Course registration and transferring credits

**\*Student registration for all courses with classes and examinations during the approved period of their study abroad will be rendered null and void.**

**\*If you plan to enroll in classes after studying abroad, you must return to Japan before the semester's course registration period begins and submit a "Notice of Returning to Study." While it is still possible to register for courses even after the course registration period is underway, providing it is before the course registration amendment period, students will not be able to register for courses that are full or that have already conducted registration lotteries.**

**\*If you return to Japan after the course registration amendment period, you will not be able to take courses for the semester.**

### 1. Transferring credits

Students can transfer the credits they earned at their study abroad host institution to Keio University credits. Please complete the "Application for Transfer of Credits" (downloadable from the Keio University student website) and submit it to the Faculty of Economics section along with an official Transcript of Academic Record from your host university, materials verifying the number of class hours you took, and course syllabi from both universities. Students will then be called in for an interview later to discuss other course materials (handouts, assignments, examination questions, etc.). **(Credits may not always be approved according to a student's plans. Also, as the transfer of credits is based on a comprehensive overview of the course materials in question, Keio will not be able to render a verdict before you return to Japan.) In principle, applications are to be made within two weeks of returning to Japan** (if you have yet to receive your official transcript of academic record, please submit a printed out version of your grades as a provisional document).

### [Transfer criteria, etc.]

(I) Credits obtained for courses held at the study abroad host institution will be transferred according

to either method ① or ② below based on the course types of Keio University. Credits for mandatory foreign language courses **cannot** be transferred. Additionally, credits may not be transferable if the course in question is deemed to be of a rudimentary level.

① Accreditation as type of individual course at Keio University

Eligible categories: core subjects, foundational subjects, required subjects for one's major, language classes, optional subjects

② Accreditation as "Study Abroad Credit (area of study)"

Eligible categories: advanced subjects, related subjects, required electives for major, general education courses, elective courses

(II) Credits will be converted upon considering the class hours and the average number of

courses to be taken at the host university per semester. 2 credits equate to roughly 1,350 minutes or more of academic work (sum of class hours and time spent for self-study).

\*1 ECTS credit from a European university is equivalent to 2/3 of a Keio University credit (e.g., 6 ECTS = 4 Keio credits; 4 ECTS = 2 Keio credits). Either 3 credits earned in a semester system (one course) or 4 credits earned in a quarter system (one course) at an American university can be transferred as 4 Keio University credits.

**\*Language/Practical skill courses will receive half of the accreditation of the above amounts.**

- (III) Accredited courses will be awarded a grade of “G (accredited)” regardless of the grades attained.
- (IV) In principle, when studying abroad for one semester, the transferred credits will be accredited for that same semester. If students study abroad for two semesters, the transferred credits will be accredited to the spring semester of the academic year the student returns to Japan.
- (V) The maximum number of credits eligible for transfer from one academic year of study abroad is 48 credits, or 24 per semester.
- (VI) Overall, no more than 60 credits can be transferred from courses at other universities (including Tokyo Institute of Technology courses). Furthermore, although the credits earned during study abroad programs are included in the credit requirement for advancement to the next year level when transferred, they do not count toward the annual maximum credit enrollment at Keio University.

## 2. Period of Enrollment and Retroactive Advancement to the Next Year Level

For advancement to the next year level, in addition to students fulfilling credit requirements, they must be enrolled as a Keio University student for two semesters every academic year and be enrolled as a Keio Student at the end of the academic year. If you wish to include your time abroad to the enrollment period at Keio University, you must fill out the “Application for Study Abroad Credit Transfer and/or Inclusion of Study Abroad Period in Keio University Enrollment Period” and submit it to the Faculty of Economics section.

**(I) If you left to study abroad and returned within the same academic year**, providing your time abroad

is counted towards the total period enrolled at Keio, you will advance to the next year level at the end of the regular academic year. If students do not apply to have their time abroad count towards their enrollment, they will be forced to repeat their academic year **despite credits earned abroad** because they do not satisfy Keio’s two-semester enrollment requirement.

**(II) If you are forced to repeat your program’s academic year because you were abroad at the end of Keio’s academic year**, you may be eligible to apply for “Retroactive Advancement to the Next Year Level” after returning to Japan if you fulfill the following conditions (this would retroactively allow you to advance to the next year as of April 1 on your transcript):

(i) Your time abroad can be included towards your Keio enrollment (approved together with credit transfers)

(ii) Using the recorded credits and enrollment period before studying abroad and the transferred credits/enrollment period, you fulfill all regular program requirements for advancing to the next year.

\*If you traveled abroad after fall semester final examinations, you must fulfill the credit requirements exclusively from those earned earlier in that academic year (before the fall final examinations).

Official approval is granted by faculty meeting (faculty board) based on the student’s application. Be advised that the final opportunity for receiving the approval from the faculty board is in early March. Furthermore, no more than total of 1 year abroad can be included towards a student’s Keio enrollment requirements.

## 3. Continued enrollment in spring/fall paired courses

If you study abroad between Keio University’s fall semester and the next academic year’s spring semester, you can take the first half of a paired course in the spring semester before you leave and complete the second half after you return in the fall semester. The application criteria are as follows:

(I) Before departure, the student must inform the faculty member in charge of the paired course that they intend to complete the course after returning to Japan.

(II) The same faculty member must be offering the same paired course when the student returns

to Japan (in the case of foreign language courses it is permissible to take classes taught by different faculty members)

(III) After returning to Japan, the student must visit the Faculty of Economics Section during the fall semester course registration period to register for the second half of the paired course (no online registration).

## ■ During Studying Abroad

When you study abroad, you will be seen not only as individuals, but also as **representatives of Keio University and Japanese students**. Please be conscious of your role as an ambassador from our university and act in a manner befitting a Keio University student.

Likewise, cultures can vary in a variety of ways and what may seem like “common sense” to someone from Japan may not always apply abroad. Please take sufficient care to avoid thoughtless behavior and try not to get entangled in unseemly situations.

In the unlikely event that a problem does occur, please contact your host university, a nearby embassy of your home country, and Keio University.

## Staff in charge of the Faculty of Economics at the Hiyoshi Office of Student Services, Keio University:

Address: The Faculty of Economics Section, the Office of Student Services, Keio University  
4-1-1 Hiyoshi, Kohoku-ku Yokohama-shi, Kanagawa 223-8521, Japan

Email: [hiyoshi-kei@adst.keio.ac.jp](mailto:hiyoshi-kei@adst.keio.ac.jp)

Tel.: +81-45-566-1012 (Weekdays: 8:30-17:00 JST)

Additionally, to prepare for unforeseen circumstances while studying abroad, students must register with the travel registration service (*TabiReji*) of the Ministry of Foreign Affairs detailed below.

Travel (less than three months): MOFA Overseas Travel Registration *TabiReji*

<https://www.ezairyu.mofa.go.jp/tabireg/>

Residence (three months or more): Overseas Residential Registration System (ORRnet):

<https://www.ezairyu.mofa.go.jp/RRnet/>

## List of items for submission after returning to Japan

### 1. Submission required

- Notice of Returning to Study (ASAP after returning to Japan)
- Transcript of Academic Record (after receiving the official transcript from your host university)  
If you are not seeking to transfer credits, a copy is also acceptable.

### 2. Submission for students who are transferring credits/applying to have their enrollment duration approved (it is possible to apply for either one or both)

- Application for Study Abroad Credit Transfer and/or Inclusion of Study Abroad Period in Keio University Enrollment Period

★ The prescribed forms can be downloaded from the following webpage:

“Keio University Student Site → Hiyoshi → Faculty of Economics → Procedures  
→ Study Abroad/Absence/Withdrawal

URL: <https://www.students.keio.ac.jp/en/hy/econ/>

## ■ A message from the chief academic advisor

Studying abroad while you are a student is an incredibly valuable opportunity that will broaden your minds and have a decisive impact on the rest of your life. While there may be moments during your time abroad that are full of doubt or hardship, these experiences will also help you grow. As you take step after step on your journeys, I look forward to reuniting with you all and seeing the people you become.

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(For students at Hiyoshi Campus; June 1, 2022 edition)