

# Guide to Studying Abroad ( For all-year PEARL students)

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This guide outlines various procedures related to studying abroad. As it contains important information regarding year-level advancement and graduation, please be sure to read through all sections before your departure.

## Tuition Fees

- Exchange Program: Academic fees at the host university are waived.
- Privately-Funded Study Abroad: Tuition and facilities fees for the semester(s) during which students are unable to take Keio courses due to study abroad will be waived.
  - Academic fees must first be paid in full to Keio University, and a refund for the tuition portion can be requested after returning.
  - Be sure to keep the receipt of the payment.
  - Details of the waiver procedure will be enclosed with the Permission for Study Abroad (Notice) sent by post to the guarantor.

## Rules and Regulations

- Students currently studying abroad who intend to apply for retroactive advancement upon their return must pay attention to the applicable Undergraduate Rules and Regulations.
- In principle, retroactive advancement is carried out based on the Rules and Regulations in effect at the time of departure, not those in place at the time of return.
- For details or questions, please check the K-Support news and contact the Faculty of Economics section at your campus (Hiyoshi or Mita).

## Course Registration & Credit Transfer Procedures

- Attention: All Keio courses and exams conducted during the approved study abroad period will be considered **invalid**. For year-long or fall-spring “set” courses (e.g., language or seminar courses), both fall and spring semesters will be invalidated.

- **Course Registration After Return**

- If you wish to register for courses after returning, you must return before the start of the course registration period for the relevant semester and submit a " Notice of Returning to Study."
- Even if you return after the course registration period starts, you may still register during the course registration amendment period. However, courses that have reached capacity due to lotteries or other processes cannot be registered.
- If you return after the course registration amendment period, you cannot register for any courses.

- **Continued Registration for Fall-Spring “Set” Courses**

If you study abroad from the spring semester to the following fall semester, you may resume the spring section of a fall-spring “set” course that you began before departure. This is called **continued registration. Continued registration allows you to resume courses that were invalidated due to study abroad.**

Requirements for application:

- ( I ) Inform the course lecturer of your intention to continue the course before departure and after return.
- ( II ) The same course must be offered by the same lecturer after your return (for Foreign Language and Core Courses, a different lecturer is acceptable).
- ( III ) You must register for the course in person at the Faculty of Economics section at your campus (Hiyoshi or Mita) during the spring course registration period (online registration is not accepted). In

principle, this should be completed during the first course registration period.

※If you register in the fall semester after returning, you are not eligible for continued registration and must re-register from scratch.

- **Credit Transfer for Courses Taken Abroad**

You may apply to have credits earned at the host university recognized as Keio credits.

- Required documents and procedures:

Complete the “Application for the Transfer of Credits and Period of Enrollment from Overseas University”.

\*Refer to the relevant guidelines for [1st-2nd year students \(Hiyoshi\)](#) and [3rd-4th year students \(Mita\)](#).

- ✧ Submit the original transcript from the host university, documentation supporting the number of class hours, and syllabi to the Faculty of Economics section at your campus (Hiyoshi or Mita), following the specified submission method.
- ✧ Later, attend an interview with an Academic Advisor with additional materials (e.g., handouts, assignments, exams), as instructed by the Faculty of Economics section.

- Important Notes:

- ✧ Credit recognition is not guaranteed and is determined comprehensively based on your academic performance abroad. Therefore, we are unable to confirm whether or not credits will be recognized either before departure or prior to your return.
- ✧ In principle, applications must be submitted within two weeks of returning. If the original transcript is not yet available, submit a printout of the online grade report first.
- ✧ Digitally signed or sealed electronic transcripts (PDF) issued by the host institution are accepted as originals.
- ✧ Forgery or alteration of documents may result in disciplinary action under Article 188 of the Undergraduate Rules and Regulations.

- Recognition Criteria:

- ✧ Course Mapping:

Based on the course categories at Keio, credits earned at the host institution will be recognized using one of the following methods. Please note that credits cannot be recognized as those for the Mandatory Foreign Language Courses. In addition, courses with basic or non-academic content may not be eligible for credit recognition.

- Recognized as equivalent to a similar individual course at Keio: Core Courses, Foundation Courses, Mandatory Introductory Courses in Introductory Subjects under Major Subjects Courses category, Foreign Language Courses, or Optional Courses
  - Recognized as “Accredited Study Abroad Course (name of subject category)”: Advanced Courses, Related Courses, Mandatory Elective Courses in Introductory Subjects under Major Subjects Courses category, General Education Courses, Elective Courses
- ✧ Credit Conversion:
- Based on class hours and standard course load at the host university.
  - As a guideline, 1,350 minutes of total learning time (class + self-study) = 2 Keio credits.
    - U.S. universities:
      - ✧ Semester system: 3 credits = 4 Keio credits
      - ✧ Quarter system: 4 credits = 4 Keio credits
    - European universities (ECTS):

- In principle,  $x$  ECTS credits are transferred as  $k$  Keio University credits,
      - where  $k$  is a maximum even number which does not exceed  $2x/3$ .
      - For example,  $k = 2$  when  $x = 4$  or  $x = 5$ , and  $k=4$  when  $x = 6$ .
    - Language and activity courses are recognized at half the above rate.
- ✧ Grades:

Recognized courses will be graded as “G (Approved)” regardless of the actual grade. These do not count toward GPA.

✧ Semester of Recognition:

- One-semester study abroad: In principle, credits are recognized in that semester.
- Two-semester study abroad: credits are recognized in the spring semester of the return year.
- In the case of students who study abroad from before the spring semester semester-end examinations through the fall semester and are retroactively advanced from the second year to the third year, the credits earned will be recognized as part of the spring semester of the year in which the student departed. Any credits exceeding the requirements for retroactive advancement may be transferred to the fall semester after advancement (third year), up to a maximum of 16 credits.
- Even if the study abroad period is limited to the spring semester of the second year, up to 8 credits from Advanced or Related Courses may be recognized in the fall semester of the third year after advancement.
- In the case of students who study abroad from before the spring semester semester-end examinations through the fall semester and are retroactively advanced from the third year to the fourth year, the credits earned will be recognized as part of the spring semester of the year in which the student departed. Any credits exceeding the requirements for retroactive advancement may be transferred to the fall semester after advancement (fourth year), up to a maximum of 6 credits.

✧ Maximum Recognized Credits:

- One-year study abroad: up to 48 credits
- One-semester study abroad: up to 24 credits
- Other university courses (including Institute of Science Tokyo): up to 60 credits

- Credits recognized from study abroad do not count toward the registration limit but do count toward graduation requirements.

- Inclusion into the “Enrolled” Period and Retroactive Advancement

In addition to meeting the credit requirements, students must be enrolled under the status of “enrolled” for two semesters per academic year and be officially “enrolled” at the end of the academic year in order to advance or graduate.

➤ Procedure

- ✧ While studying abroad, your enrollment status at Keio is recorded as “study abroad,” which is not considered “enrolled.”
- ✧ If you wish to have your study abroad period included as an enrollment period at Keio and change your status to “enrolled,” you must indicate this on the “Application for the Transfer of Credits and Period of Enrollment from Overseas University” and submit it to the Faculty of Economics Section at your campus (Hiyoshi or Mita), and attend an interview with an Academic Advisor after returning.
- ✧ The maximum period that can be counted as “enrolled” is one year, even if you study abroad multiple times.

➤ Retroactive Advancement

- ✧ ( I ) If you return within the same academic year in which you departed, and your study abroad period is approved as an enrollment period during the Academic Advisor, your status can be changed from “study abroad” to “enrolled,” allowing you to advance or graduate at the end of that academic year.
  - However, you must also meet all other advancement/graduation requirements than the number of “enrolled” semesters.
  - If you do not apply for the study abroad period to be counted as the enrollment period and you do not meet the two-semester “enrolled” requirement by the end of the academic year, you will not advance, regardless of the number of credits earned.
- ✧ ( II ) If you reach the end of the academic year while abroad and are not advanced, you may still be eligible for retroactive

advancement (i.e., advancement effective September 22) after returning, provided the following conditions are met:

- ( i ) During the Academic Advisor interview, your study abroad period is approved for inclusion as an enrollment period, and your status is changed from “study abroad” to “enrolled.”
  - ( ii ) The combination of your enrollment period and credits earned before departure, plus the recognized enrollment period and credits earned abroad, meets the advancement requirements. If you departed after the spring semester exams, you must meet the credit requirements based on credits earned up to the departure year.
- ✧ In both cases ( I and II ), approval by the Faculty Meeting is required based on your application. In principle, if you wish to graduate in September, you must return and apply by early July. If you wish to graduate in March, you must return and apply by early January.
- ✧ Retroactive graduation (i.e., graduation effective September) is not permitted under any circumstances.

## Before Studying Abroad

- Please check the website of the embassy of your destination country to confirm which visa is required.
- Due to recent global circumstances, the screening process has become increasingly strict and time-consuming. In some cases, it may take more than a month, so it is important to begin the procedures as early as possible.
- In principle, no special academic accommodation will be made concerning visa procedures (e.g., missing semester-end exams due to visa delays will not qualify for make-up exams). Also, Keio University cannot make inquiries to embassies on behalf of students.

## Life Abroad

- While studying abroad, you will be seen not only as an individual but also as a **representative of Keio University**. Please be mindful of this and act in a manner that reflects well on Keio students.
- Cultural norms differ overseas, and Japanese common sense may not apply. Please take special care in both your academic and personal conduct to prevent any issues or misunderstandings.
- If any problems arise, please contact the host university, the Japanese embassy, or Keio University.
- To prepare for unexpected situations abroad, be sure to register with the Ministry of Foreign Affairs travel services:
  - For stays under 3 months: Tabi-Regi  
(<https://www.ezairyu.mofa.go.jp/tabireg/>)
  - For stays over 3 months: ORRnet  
(<https://www.ezairyu.mofa.go.jp/RRnet/>)

## Documents to Submit After Returning

1. Required for all students:
  - A) Notice of Returning to Study (to be submitted promptly after returning to Japan)
  - B) Original Academic Transcript (to be submitted as soon as issued; if the student does not wish to apply for credit transfer, a copy is acceptable)
2. Required only for students applying for credit transfer and/or enrollment period inclusion:
  - A) Application for the Transfer of Credits and Period of Enrollment from Overseas University (to be submitted within two weeks after returning to Japan).

For details, please refer to:

[For 1st and 2nd year students] "[Application for the Transfer of Credits and Period of Enrollment from Overseas University](#)"

[For 3rd and 4th year students] "[Guide to Studying Abroad/Application for the Transfer of Credits and Inclusion of Enrollment Period from Overseas University](#)"



3. Only for students who participated in the Faculty/Graduate School of Economics Exchange Program:
  - A) [Study Abroad Report](#)  
※Students who participated in the university-wide exchange program should follow the instructions provided by the International Center.

### A message from the chief academic advisor

Studying abroad while you are a student is an incredibly valuable opportunity that will broaden your mind 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 the next step in your life's journey, we look forward to meeting you again and witnessing the results of this new experience.

#### 【CONTACT】

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Inquiry: [login to K-Support (keio.jp)] → [FAQs and Inquiries] → [Inquiry]

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