

**Keio University Faculty of Business and Commerce Double  
Degree Program with ESSEC  
Enrollment Registration Guide**

**April 2021**

**Faculty of Business and Commerce, Keio University**

**Items Enclosed**

Make sure that you have received the following items and read the contents thoroughly. If any of the items are missing, please contact the Office of Student Services (Faculty of Business and Commerce) immediately at: [mita-gakuji-sho@adst.keio.ac.jp](mailto:mita-gakuji-sho@adst.keio.ac.jp), clearly stating your name and that you are going to enroll in the Keio-ESSEC double degree program.

- Enrollment Registration Guide (this booklet)
  - Notification of Acceptance
  - APPLICATION FOR CERTIFICATE OF ELIGIBILITY (COE)
  - COE Sample
  - Address Card
  - STUDENT INFORMATION REGISTRATION FORM
  - THE 2021/2022 STUDY PLAN FOR THE INCOMING ESSEC GLOBAL BBA STUDENTS
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## Management of Personal Information at Keio University

Personal information at Keio University is handled securely and appropriately in compliance with the Keio University Basic Policy Concerning Protection of Personal Information and Rules for Protection of Personal Information.

The names of individuals, their addresses, and other personal information provided by the individuals in connection with applications and admissions procedures will be used in various departments of Keio University for the following purposes:

- (1) Carrying out duties concerning the entrance examinations (processing applications, conducting examinations, and announcing successful candidates);
- (2) Screening, communicating, and carrying out procedures concerning the running of scholarship programs;
- (3) Enrollment procedures;
- (4) Administering, communicating, and carrying out procedures concerning academic affairs;
- (5) Administering, communicating, and carrying out procedures concerning general student life;
- (6) Administering, communicating, and carrying out procedures concerning the use of university facilities and equipment;
- (7) Conducting communications for soliciting donations and recruiting members for the Keio Iji-kai (support group) and the Keio Card;
- (8) Sending various documents to students and guarantors, and carrying out other types of communication with them;
- (9) Sending documents to individuals related to the Mita-kai (alumni association); and
- (10) Conducting other functions related to all or some of the preceding items listed above.

Some of the operation above operations may be entrusted to subcontractors hired by Keio University. In order for such subcontractors to carry out their work, some or all (the minimum necessary) of the personal information Keio University receives from individuals may be provided to the subcontractors.

In principle, Keio University does not disclose personal information of individuals to third parties. In exceptional circumstances, the personal information of an individual or a third party may be disclosed when Keio University bears a legal obligation to do so; when Keio University determines that disclosure is necessary in order to protect the life, health, property, rights, or welfare of a student or a third party; or when any other pressing necessity arises and the permission of the individual concerned cannot be obtained. In addition, when the university is to conduct analyses and research regarding the selection of applicants, personal data will be used after it is converted into a statistically processed format to ensure the applicant's anonymity.

## Important Notes

- All dates and times in this guide refer to Japan Standard Time (JST, UTC+09).
- Read this guide thoroughly to understand the necessary registration procedures and timeframes. Check your documents carefully before submitting them to make sure there are no errors or omissions.
- Regardless of the reason, a failure to complete, or only partial completion of either the payment of fees, or the submission of documents required for enrollment registration within the periods stipulated in this guide, will be deemed as withdrawal of your intention to enter the university, and will result in the forfeiture of your eligibility to enter the university. In such a case, any money that you have already paid will not be refunded.
- The university will not give individual notification to persons who have not completed enrollment registration, except to advice of inadequacies or deficiencies in documentation. You must take personal responsibility for completing your enrollment registration.
- Documents submitted for enrollment registration cannot be returned under any circumstances.
- If your application is found to contain incorrect or fraudulent information, your enrollment will be cancelled.
- By completing the procedures stipulated in this guide within the designated period, you will enter into an enrollment contract with the university, commencing **22 September 2021**.
- Personal information of the applicant and guarantor written on the required documents will be handled according to “The Management of Personal Information at Keio University” written above.

## Important Dates

Please refer the following table for registration and related dates.

### Table of Important Dates

**The schedule may be changed due to the influence of COVID-19. Please check the Keio University website (<https://www.keio.ac.jp/en/>) and ESSEC DD page of Keio Student Website (<https://www.students.keio.ac.jp/mt/fbc/class/program/kbc-essec-dd.html>) for the latest information.**

● Around the End of June-July

Application for Keio Dormitory (We will email you when the application starts. Please refer "Life at Keio: Housing information".)

● By late August

Visa information and information on guidance at Keio will be mailed to the address you provided on the Address Card. Please visit Japanese Embassy or Consulate in your home country to obtain Japanese "Student" Visa.

● September 22(Wed): TBA

Entrance ceremony (optional)

Although entrance ceremony is dedicated for incoming freshman, you can attend to confirm that you are joining the Keio community.

- There is no dress code for the ceremony. For your information, attendees generally wear a dress or suit.
- Family members may also be admitted to the ceremony venue.
- The ceremony is held in Japanese.

● End of September: TBA

Guidance for foreign students (by International Center at Keio) : optional but recommended.

Every year Keio University welcomes around 100 foreign students for Fall semester. The International Center at Keio will host guidance in English for foreign students on life in Japan and Keio.

\*Depending on the situation, International Center will decide whether it will be held or not. If it is decided to be held, we will contact you the details.

● End of September: TBA

Guidance by Faculty of Business and Commerce

Academic guidance for course registration and academic life at Keio by Faculty of Business and Commerce. We welcome ESSEC double degree students. Our guidance focuses course registration and academic life at Keio. For the guidance, please bring the following documents.

(1) Residence Card photocopy

- Please submit a photocopy of your Residence Card (zairyuu kaado). A Residence Card is a card issued to foreign nationals residing legally in Japan for the mid to long-term who have Status of Residence under the Immigration Control Act.
- You will receive a Residence Card at Narita, Haneda, Chubu, and Kansai Airports upon your arrival. Please refer " Visa Information for Japan" for details.

(2) Certificate of Residence in Japan

- You are required to submit your Certificate of Residence (kyuminhyou) that can be obtained at the city or town hall you live. Please visit the nearest city or town hall and register yourself as a resident in Japan. Then they will issue Certificate of Residence. Registration is free, but the issue of Certificate of Residence costs a few hundred yen (a few Euro or US dollars).
- Be sure NOT to include your Individual Number, or "My Number," on the certificate. ("My Number" is a 12-digit ID number issued to individuals under the new Japanese Social Security and Tax Number System, which started in January 2016.)

<Notes for non-Japanese applicants>

- You are required to register your place of residence at your City (Ward) Office. Take your Residence Card to your City (Ward) Office and complete registration procedures within 14 days of moving into your place of residence. If you fail to register your place of residence within 14 days, you may face a fine not exceeding 200,000 yen. If you fail (without justifiable reasons) to register within 90 days of entering Japan, your Status of Residence may be revoked.

●September 27(Mon) 12:30p.m.-September 29(Wed)4:45p.m: First Course  
Registration Period

●October 1(Fri): Fall Semester Classes start

## Procedures for Enrollment Registration

Send the following documents **by e-mail and by post** to the Office of Student Services (Faculty of Business and Commerce). The address is shown at the end of this section. The documents must reach us **ASAP**. Allow sufficient time for delivery.

Make sure to use a tracking service such as Simplified Registered Mail, EMS, or DHL for submitting your documents. If you wish to check if your documents have been delivered to us, please do so through the tracking service. We will not entertain inquiries regarding the arrival of your documents.

### Required documents

#### **(1) APPLICATION FOR CERTIFICATE OF ELIGIBILITY (COE)**

The excel version of the application form will be sent to your email address. Please refer the COE sample attached to the same email and fill it in as directed. **Please send it to us both by e-mail and by post.**

#### **(2) Two Photographs**

Your photograph taken during recent 3 months, against plain background, sized 4 cm high x 3 cm wide are necessary for COE form and Keio student ID card. Please write your name on the back of the photographs. **Please send it to us both by e-mail and by post.**

#### **(3) Address Card**

The word version of the Address Card will be sent to your email address, so please fill it in as directed. Visa information and the orientation pack will be mailed to the address you provided on the Address Card between late July to late August. Although, in principle, the address should be that of the applicant, the address of someone who can receive the orientation pack on behalf of the applicant is also acceptable.

It may be delayed depending on the process of the Immigration Bureau. In case the orientation pack does not arrive by late August, make sure to contact us clearly stating your name. After you received them, make sure to visit the Japanese Embassy or Consulate in your home country to obtain Japanese "Student" Visa.

**Please send the Address Card both by e-mail and by post.**

#### **(4) STUDENT INFORMATION REGISTRATION FORM**

The word version of the registration form will be sent to your email address. Please fill it in as directed, and **send it to us both by e-mail and by post.**

#### **(5) Passport photocopy**

Submit a copy of the biodata page of your passport on A4 or US Letter size paper. A photocopy is necessary to apply for visa. **Please send it to us both by e-mail and by post.**

\*Under Japanese Immigration Law, Japanese nationals, including those with dual nationalities, must enter Japan as a Japanese national with their Japanese passport.

**(6) IELTS original score**

Submit an original IELTS score. Photocopy is not accepted. If your mother tongue is English, the score is not necessary. **Please send it to us both by e-mail (scanned data is fine for e-mail) and by post.**

**Check list for Enrollment**

Please confirm that the following documents are filled in as indicated and **send them both by e-mail and by post.**

APPLICATION FOR CERTIFICATE OF ELIGIBILITY

Also attach to email. Submit in Excel version

Two photographs

Write your name on the back of the photographs.

Also attach to email.

Address card

Also attach to email.

STUDENT INFORMATION REGISTRATION FORM

Also attach to email. Submit in Word version

Passport photocopy

Also attach to email.

IELTS original score (if your mother tongue is not English)

Also attach to email. (Scanned data is fine for e-mail)

Photocopy is not accepted.

E-mail & mailing address for enrollment registration documents

E-mail: [mita-gakuji-sho@adst.keio.ac.jp](mailto:mita-gakuji-sho@adst.keio.ac.jp)

Mailing address:

The Office of Student Services (Faculty of Business and Commerce),

Keio University

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

Applicants must complete the enrollment registration before **Monday, 31 May 2021.**

**\*COE related materials are urgent. Please send them via email ASAP!**

\*Enrollment registration after the deadline is not permitted, regardless of the reason, and incomplete enrollment registration will render the applicant ineligible to enter the university. Once your enrollment registration has been processed successfully, you will receive an e-mail notification by late August. Please refrain from making inquiries by phone, e-mail, etc., regarding the status of your procedures.



## Visa Information for Japan

### Who Needs to Read This?

All applicants without a Status of Residence in Japan, excluding visas for short-term stay. If this applies to you, you must have a Certificate of Eligibility (COE) issued before applying for the appropriate visa (a "Student" visa). Keio University will act as proxy and apply for your COE at the Tokyo Immigration Bureau of the Ministry of Justice as long as you satisfy the following requirement:

- You do not have any Status of Residence in Japan at the time of enrollment into the Double Degree program, and require a COE in order to obtain a "Student" visa.

\*Under Japanese Immigration Law, Japanese nationals, including those with dual nationalities, must enter Japan as a Japanese national with their Japanese passport.

### <Important Notes>

- Those with short-term stay visas are not eligible to enroll into university.
- This does not apply to those who have a visa other than a short-term stay visa (such as "Long Term Resident", "Dependent," etc.), you do not need to undertake any procedures. For those, however, who wish to change their visa status to that of "Student," complete the "Application for Change of Status of Residence" procedure on your own. Note that Keio University does not apply on your behalf for a COE for Extension of Period of Stay, Change of Visa (Status of Residence), or visas other than a "Student" visa.
- If you fail to submit the required documents or submit incomplete documents, Keio University will not process your COE application.
- Once Keio University submits your COE application to the Immigration Bureau, it usually takes 1-2 months to process. It is not possible to accelerate this process and we also cannot check on its status. It is therefore critical to submit all of the required documents **by the date mentioned above** in order to guarantee issuance of your COE on time.
- The Immigration Bureau may request you to submit additional documents during the review process.
- Please note that there may be cases where a COE is not issued depending on the content of the documents submitted. In these cases, Keio University is not responsible if a COE is not issued.
- In case you decide to decline your enrollment into the Double Degree program after having received your COE, please return your COE immediately.

### COE and Visa Application Flow

(1)Applicant→Keio University

Prepare the required documents described above, and send them to the Keio University Admissions Center by post. **Please submit documents via email to expedite the procedure**

**before mailing.**

(2)Keio University→Immigration Bureau

Keio University applies to the Tokyo Immigration Bureau for the COE. Note that it usually takes 1-2 months to process. It may take more time due to COVID-19.

(3)Immigration Bureau→Keio University

The Tokyo Immigration Bureau sends the issued COE to Keio University.

(4)Keio University→Applicant

Keio University sends the COE via EMS to the address you provided on the Address Card enclosed.

(5)Applicant→Japanese Embassy or Consulate in his/her country

As soon as you receive your COE through Keio, you must go to the nearest embassy or consulate of Japan in your home country to apply for your “Student” visa. In general, the following items are necessary for the visa application. However, it is strongly advised that you contact the embassy/consulate beforehand to find out what is actually required for the application in your country. You are solely responsible for applying for a “Student” visa and obtaining it before traveling to Japan.

- Visa application form with ID photo attached
- Passport
- COE

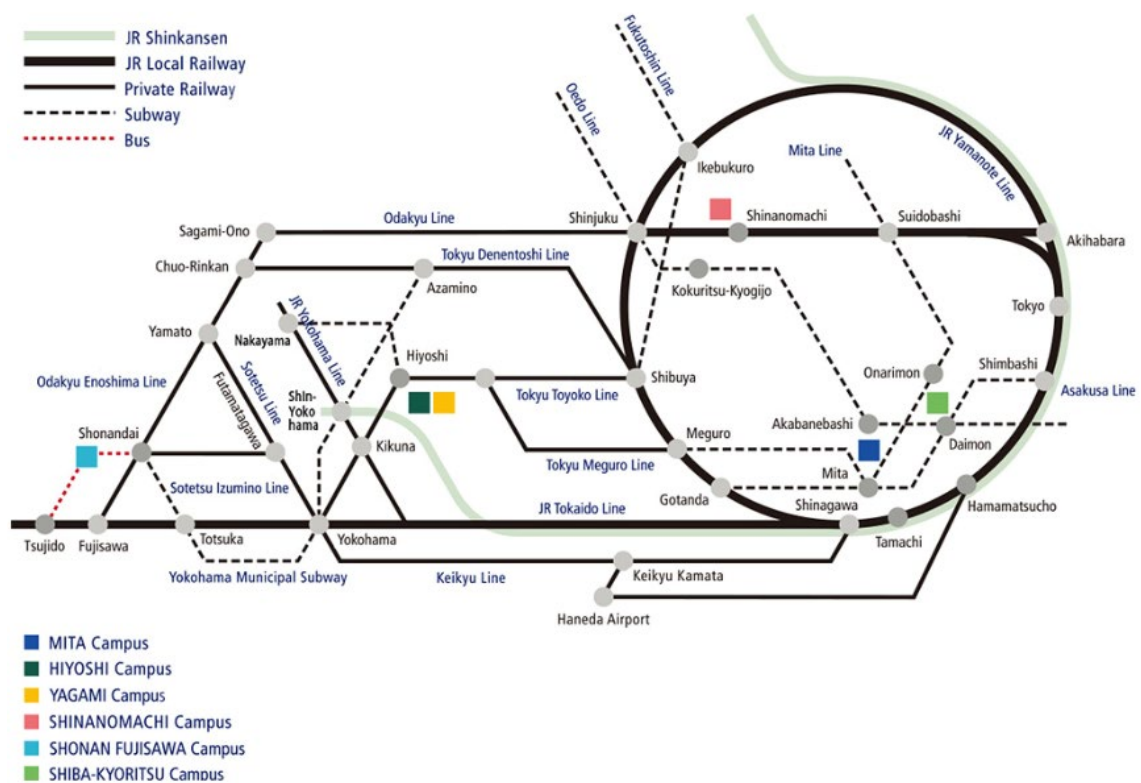
(6) Applicant

Enter Japan with your passport, visa, and COE. Be sure to submit your COE to the Immigration officer at the airport. The immigration officer will put a Landing Permission seal on your passport, which shows the date of landing, the period of stay, and your Status of Residence. In addition, a Residence Card will be issued at Narita, Haneda, Chubu, and Kansai Airports. Make sure to confirm that your Status of Residence and period of stay are the same on your landing permission seal and on the Residence Card.

## Life at Keio: Housing information

Keio FBC has two campuses: the Mita Campus in Tokyo and the Hiyoshi Campus in Yokohama. Some of the courses offered in the area of Natural Science will be offered at the Hiyoshi Campus, which is connected to the Mita Campus by a direct subway-train link between Hiyoshi station and Mita station (travel time: approximately 40 minutes).

### Public Transit



<https://www.keio.ac.jp/en/maps/>

The International Center at Keio provides basic information for international students. Please visit the following page:

<http://www.ic.keio.ac.jp/en/life/>

Very informative "International Student Handbook 2021" is available at

<http://www.ic.keio.ac.jp/doc/handbook2021.pdf>

The International Center will also assist you to locate housing in Japan including Keio dormitories that are located around Hiyoshi. Housing application for students entering Fall 2021 semester is being adjusted. Details will be announced as soon as it is decided.

[http://www.ic.keio.ac.jp/en/life/housing/ryu\\_boshu.html](http://www.ic.keio.ac.jp/en/life/housing/ryu_boshu.html)

## Support your Life at Keio

Besides FBC faculty and staff, Keio community also happy to support your life in Keio.

Detailed information available at

[http://www.ic.keio.ac.jp/en/organization/support\\_org.html](http://www.ic.keio.ac.jp/en/organization/support_org.html)

## Useful URLs

Keio University

<https://www.keio.ac.jp/en/>

Information for Keio students

<http://www.gakuji.keio.ac.jp/en/>

Faculty of Business and Commerce, Keio University

<http://www.fbc.keio.ac.jp/en/index.html>

The International Center at Keio University

<http://www.ic.keio.ac.jp/en/>

Life at Keio

<http://www.ic.keio.ac.jp/en/life/>

## Contact

If you have any queries, please contact us below.

Administrative issues (e.g., registration, academic records, etc.):

Mr. Manato, INAYAMA

Ms. Keiko, FUJII

Ms. Miho, ARIMA

Office of Student Services

Faculty of Business and Commerce

Keio University

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

+81-3-5427-1558

mita-gakuji-sho@adst.keio.ac.jp

Academic issues (e.g., course choices, learning experience, etc.):

Prof. Tomoyoshi, YABU

Academic Adviser for International Programs

Professor

Faculty of Business and Commerce

Keio University

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

tyabu@fbc.keio.ac.jp

Housing and Scholarship

You can find contacts at International Center, Keio University via,

<http://www.ic.keio.ac.jp/en/aboutic/inquiry.html>

Housing            keio\_dormitory@info.keio.ac.jp

Scholarships      lifeshogaku@info.keio.ac.jp