

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

June 2020

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, clearly stating that you are going to enroll Keio-ESSEC double degree program and your name.

- Enrollment Registration Guide (this booklet)
 - Notification of Acceptance
 - Certificate of Admission
 - Address Card
 - STUDENT INFORMATION REGISTRATION FORM
 - THE 2020/2021 STUDY PLAN FOR THE INCOMING ESSEC GLOBAL BBA STUDENTS
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Index

Management of Personal Information at Keio University.....	3
Important Notes.....	4
Important Dates.....	5
Procedures for Enrollment Registration.....	7
Check list for Enrollment.....	8
Visa Information for Japan.....	9
Life at Keio: Housing information.....	11
Useful URLs.....	12
Contact.....	12

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 2020**.
- 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 Important Dates

Due to the influence of COVID-19, it may be delayed from the schedule below

*Submission of the application for certificate of eligibility ASAP

● 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 mid 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.

● 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 COVID-19, International Center will decide whether it will be held or not. If it is decided to be held, we will contact you with details.

● September 24 (Thu): TBA

Entrance ceremony (optional)

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

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

*The Schedule may be changed. The entrance ceremony will be decided according to the social situation of the spread of COVID-19. Details will be announced on the Keio website as soon as it is decided.

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

●September 24 (Thu) : 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) Transcript for S1-S4 at ESSEC

Please bring transcript for S1-S4 from ESSEC. Photocopy is not accepted.

(2) Certificate of Residence (住民票) in Japan

- You are required to submit your Certificate of Residence (住民票) that can be obtained at city or town hall where you live. Please visit nearest city or town hall and register yourself as residents in Japan. Then they will issue Certificate of Residence (住民票). Registration is free, but 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.

* The Schedule may be changed. Please note that how to offer the academic guidance may change depending on the entrance ceremony will be held or not.

●October 1 (Thu): Fall Semester starts

●October 2(Fri) 12:30p.m.-October 8(Thu) 11:00 a.m.: Online Course Registration

For academic schedule, please refer the URL below.

<https://www.students.keio.ac.jp/en/com/class/schedule/academic-calendar.html>

Procedures for Enrollment Registration

Send the following documents by post to the Office of Student Services (Faculty of Business and Commerce), 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 submission form will be sent via your email address. Please refer to the sample in the link below and "Visa Information for Japan" section carefully and fill out as directed.

<https://www.students.keio.ac.jp/mt/fbc/class/program/files/baiqui000001blb2.pdf>

*Please type to fill the form.

* Please attach it to the email and submit it ASAP. < mita-gakuji-sho@adst.keio.ac.jp >

(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 put your name backside of photographs.

*Please attach one to the email and submit it ASAP.

(3) Address card

Visa related information and orientation pack will be sent to the address you fill in the Address card between mid July and the late August. Although, in principle, the address should be that of the applicant, the address of someone who can receive the information pack on behalf of the applicant is also acceptable.

In case the information pack does not arrive by 6 September 2020, make sure to contact us by 7 September 2020, clearly stating your name.

<Email:mita-gakuji-sho@adst.keio.ac.jp>

(4) 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 visa. You also need to attach it to the email and submit it.

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

(5) IETLS score

Submit original IETLS score. Photocopy is not accepted. If your mother tongue is English, the score is not necessary.

Check list for Enrollment

Please confirm the following documents are filled out as indicated and enclosed for postal or EMS.

APPLICATION FOR CERTIFICATE OF ELIGIBILITY (COE)

Also attach to email. Submit in Excel version

Two photographs

Put your name backside of photographs.

Also attach to email.

Address card

Also attach to email.

Visa related document is mailed to the address during late July and late August. It may be delay depends on the processing by the Immigration Bureau. You should receive it and apply for "Student Visa" at nearest Japanese embassy.

Applicant's Passport photocopy

Also attach to email.

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

Photocopy is not accepted.

Mailing address for enrollment registration documents:

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 **Friday, 31 July 2020.**

***COE related materials are urgent. Pease 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 mid-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 all of the following requirements:

- 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

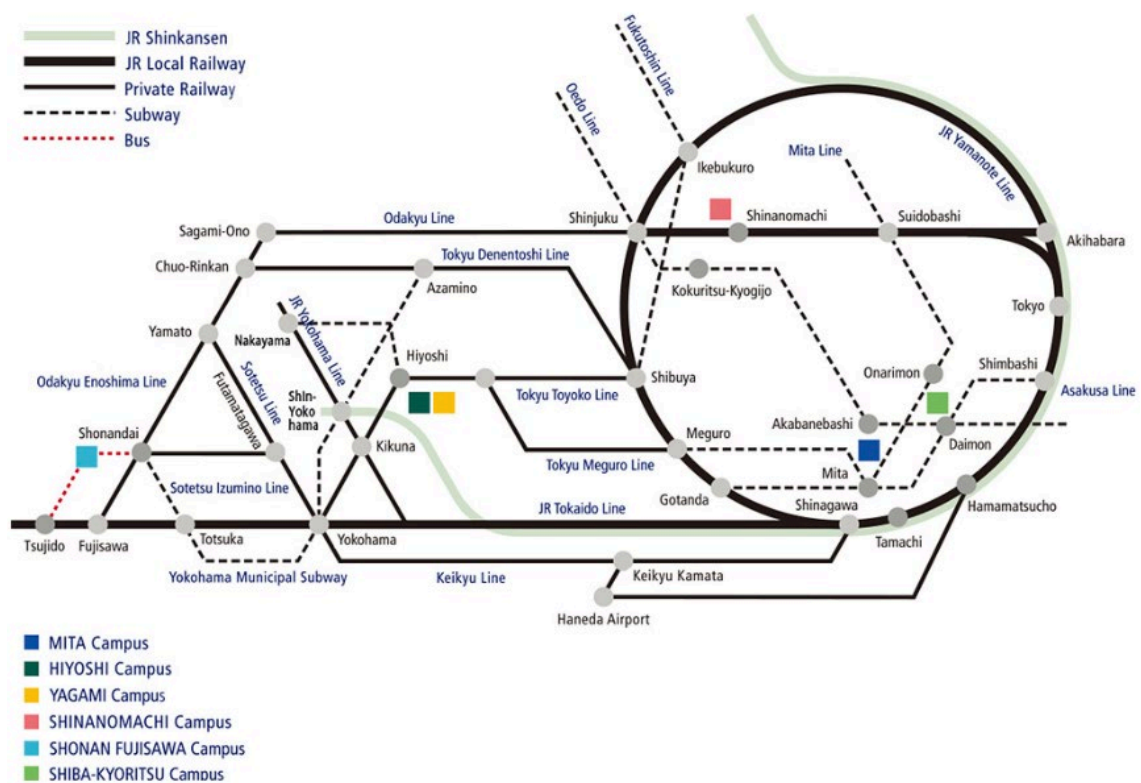
(6) Applicant

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 2020" is available at

<http://www.ic.keio.ac.jp/doc/handbook2020.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 2020 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

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 .

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 write directly to the following addresses:

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

Ms. Reiko, KITAGAWA

Mr. Manato, INAYAMA

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.):

Professor: 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