

Graduate Schools of Keio University
Application Guidebook for the Keio
University Law School, LL.M. in
Global Legal Practice
Admissions for the April 2019, and
September 2019 Intakes

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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.

Keio University



The Management of Personal Information at Keio University

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

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

1. Conducting entrance examinations (processing applications, conducting examinations, announcing successful candidates);
2. Enrollment procedures;
3. Administering, communicating and carrying out procedures concerning academic affairs;
4. Administering, communicating and carrying out procedures concerning general student life;
5. Administering, communicating and carrying out procedures concerning the use of university facilities and equipment;
6. Conducting communications for soliciting donations and recruiting members for the Keio Support Group and the Keio Card;
7. Sending various documents to students and guarantors and carrying out other communications with them;
8. Sending documents to individuals related to the "Mita Kai" Keio University alumni associations; and
9. Conducting other functions related to all or some of the preceding items listed above.

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

In principle, Keio University does not disclose personal information of individuals to third parties. In exceptional circumstances, the personal information of an individual may be disclosed to a third party when (1) Keio University bears a legal obligation to do so, (2) Keio University determines that disclosure is necessary in order to protect the life, health, property, rights, or welfare of an individual or (3) when any other pressing necessity arises and the permission of the individual concerned cannot be obtained. Applicants should be aware that statistically processed personal information data (in which applicants remain anonymous) will be used as investigation and research material for applicant selection at the university.

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

*Special measures for victims of large-scale natural disasters will be listed at the URL above.
TEL: 03-5427-1609 (Admissions Center for Undergraduates)

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 2019 matriculation: November 30 (Fri.), 2018
For September 2019 matriculation: June 28 (Fri.), 2019

1. Admissions Application Guide for Prospective Applicants

1-1. Admissions Policy

The program will permit a select number of students to obtain an LL.M. degree, with instruction entirely in English, and will be the first program of its kind at a Japanese law school in Tokyo. The LL.M. program is intended to train students who will be globally active legal professionals and legal staff of global companies and international institutions. We welcome applications from those who wish to improve their international practice skills through interaction with people from a variety of cultures and regions.

At least 30 course credits are required for completion of the program. For successful applicants who do not demonstrate that they have already gained basic legal practice knowledge (e.g., through membership in a bar association or corporate legal staff experience), an additional 6 course credits (i.e., at least 36 course credits in total) will be required for degree completion. Students who are subject to this requirement will be informed on the day of announcement of admissions results.

The expected full-time period of study is one year. However, students who apply to study part-time can extend the expected period of study to 1.5 or 2 years. This application for part-time study will be confirmed during the course registration period of the student's second semester.

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.(6) and 2.(2). 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 (5) 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 has a basic knowledge of jurisprudence (equivalent to graduation from an undergraduate law faculty) other than item 2.(1) (*2).

*1: "Expected" graduation means the following:

For April 2019 matriculation, the applicant is expected to graduate by Mar. 31, 2019

For September 2019 matriculation, the applicant is expected to graduate by Sept. 21, 2019

*2: Those seeking admission on the basis of eligibility requirement item 1.(6) or 2.(2) 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.

● **Document Submission (Keio University does not return these documents after submission)**

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 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: http://grad.admissions.keio.ac.jp/shikaku_en.html
- There is no application fee for this screening.
- Results will be sent to each applicant directly.

● **Address for submission of document**

Keio University Academic Affairs Group for Graduate Admissions 2-15-45 Mita, Minato-ku, Tokyo, 108-8345, JAPAN

Within Japan: Use Japan Post’s recorded delivery service, *kani kakitome* (簡易書留). Write down “出願資格認定申請書在中” (or in English, “Documents for Application Eligibility Enclosed”) on the envelope. Submitted documents must arrive at Keio University during the periods set forth below.

From abroad: Use a traceable express mail service (e.g., “EMS”). Submitted documents must arrive at Keio University during the periods set forth below.

1-4. Application Schedule

Item	Application Period I (September 2018 and April 2019 matriculation)	Application Period II (April and September 2019 matriculation)
Application Period for English Proficiency Test Exemption (for applicants who are not native English speakers)	Application Period I has been closed.	Nov. 5 (Mon) – Nov. 9 (Fri), 2018 (Japan Time) The application for exemption must arrive at Keio University during the period above.
Application Eligibility Certification (only for applicants seeking admission on the basis of eligibility requirement item 1(6) and 2(2))		Nov. 12 (Mon) – Nov. 16 (Fri), 2018 (Japan Time) Submitted documents must arrive at Keio University during the period above.
Web Entry		Dec 3 (Mon) 10:00 – Dec 18 (Tue) 23:00, 2018 (Japan Time)
Payment of Application Fee		Dec 3 (Mon) 0:00 – Dec 18 (Tue) 23:00, 2018 (Japan Time)
Submission of Required Documents		Dec 10 (Mon) – Dec 18 (Tue), 2018 (Japan Time) <u>Overseas Applicants:</u> Submitted documents must arrive at Keio University during the period above. <u>Domestic Applicants:</u> Submitted documents must be postmarked during the period above.
Acceptance of Application		Mid-January, 2019
Announcement of Results		Feb 22 (Fri) 17:00, 2019 (Japan Time)
Admissions Procedure		April 2019 matriculation Further details will be provided to admitted applicants.
		September 2019 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 Academic Affairs Group for Graduate Admissions 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 (printed following the instructions provided on the webpage below) needs to be submitted with other required documents.

https://wwwdc01.adst.keio.ac.jp/kj/gakuji/grad-adm/applyform_llm.html

1-6. Application Fees

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

Payment for Application Fee <http://grad.admissions.keio.ac.jp/llm-en.html>

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 only
2. All applicants who are not “overseas applicants” (including domestic applicants)	¥35,000	Payment at convenience store or credit card payment

*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.

2. Submission of Application

After completing the Web Entry, applicants must follow the instructions below and prepare all application documents. Applicants must send the application documents to the Academic Affairs Group for Graduate Admissions during the application period. Download and print out the prescribed forms from the following page on the Keio University website (<http://grad.admissions.keio.ac.jp/llm-en.html>). All printed documents should be printed single-sided on A4 or U.S. Letter paper.

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	○	<ul style="list-style-type: none"> · Download the “Checklist” from the website. · Use it to confirm that you have prepared all required documents, ticking the boxes for prepared documents. 	/
2. Application Form	○ Word	<ul style="list-style-type: none"> · Download the “Application Form” from the website and fill in all sections with a black- or blue-ink pen. Pencil is not acceptable. You may also download the Word file of the Application Form from the website, fill out the form electronically, and print it out. <p style="margin-left: 20px;"><u>Payment at Convenience Store</u> Cut out and affix your “Proof of Payment” to the prescribed space on the sheet.</p> <p style="margin-left: 20px;"><u>Credit Card Payment</u> After completing the transaction on the website, print out the “Result” page and send it together with your application documents.</p> <p style="margin-left: 20px;"><u>Photo:</u> Three photos must be submitted. Write your name on the back of the photos and paste one to the designated space on the sheet. The other photo will be used for making a student card, so do not paste it anywhere. Photos must be color, glossy, 4cm x 3cm, and taken within the last three months. It must show your upper body and face from the front, be taken without a hat, and have no background.</p> <p style="margin-left: 20px;"><u>Education Background:</u> Fill in your entire educational background since junior high school graduation. (Applicants who have graduated from Japanese schools may provide this information in Japanese if desired.)</p> <p style="margin-left: 20px;"><u>We cannot allow applicants to change their requested matriculation date after they have been accepted.</u></p>	English
3. Application Sheet	○	<ul style="list-style-type: none"> · Complete Web Entry (Online Registration) and print out the Application Sheet from the website. 	/

<p>4. Personal Statement</p>	<p>○</p>	<p>· Download the “Personal Statement” from the website and fill in all sections with a black- or blue-ink pen. Pencil is not acceptable.</p> <p>· 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. You may also submit your answers as an attached document (in this case, your response should be printed single-sided on A4 or U.S. letter paper and clipped to the upper left corner of this application. Do not staple.)</p> <p>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.</p> <p>② Please provide an analysis of and proposed solution to a legal issue or problem of your choice.</p> <p>*After you apply for admission, we may request additional documents during the screening process as needed.</p>	<p>English</p>
<p>5. Confidential Reports on the Applicant (Cover Sheet and Recommendation Letter) (No requirements as to format) (Either in English or in Japanese.)</p> <p>Submit at least one, but no more than two, recommendation letters.</p>	<p>○ Word</p>	<p>· 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.</p> <p>· The envelope, enclosing the cover letter together with your recommendation letter, must be sealed and signed across the seal of the envelope by the person who writes the report. · We may make inquiries to the recommender regarding the confidential report as needed.</p> <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>6. Certificate of Graduation or Statement of Expected Graduation/ Certificate of Degree Award or Certificate of Expected Degree Award</p>		<p>· Applicants must submit a certificate evidencing receipt of each degree claimed and, if applicable, a statement of expected graduation.</p> <p>· 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.</p> <p>· All certificates must be issued within 3 months of the last day of the application period.</p> <p>· Any Statement of Expected Graduation must show an expected date of graduation.</p> <p>· 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.</p>	<p>English or Japanese</p>

		<ul style="list-style-type: none"> · 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. 	
7. Transcript of Undergraduate and Graduate Academic Record		<ul style="list-style-type: none"> · Applicants must submit academic transcripts from all post-secondary educational institutions in which they have been enrolled in a degree program. · 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. · 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. · All certificates must be issued within 3 months of the last day of the application period. · 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. 	English or Japanese
8. English Test Score of one of the following: TOEFL iBT and IELTS Academic scores are recommended, but TOEIC scores are also acceptable. <u>(Applicants who are not English native speakers only)</u>		<ul style="list-style-type: none"> · 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. · 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 ls_llm@info.keio.ac.jp 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. · In the event that your application is denied, you will be required to submit one of the English scores listed above. · The score report must be an original. Photocopies are not acceptable. · TOEFL-ITP, IELTS (General Training) and TOEIC Institutional Program (IP) are not acceptable. <p>【TOEFL: Official Score Report】</p> <ul style="list-style-type: none"> · Submit both an Official Score Report and Order Summary. Keio University cannot answer any questions regarding the receipt of Official Score Report. <p><u>Official Score Report</u></p> <ul style="list-style-type: none"> · 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 send an Official Score Report after the test date by following ETS's 	

	<p>instructions.</p> <p><u>Order Summary</u></p> <ul style="list-style-type: none"> · In addition to the Official Score Report, each applicant must print and submit an Order Summary stating his/her name. This proves that the applicant has asked ETS to send the Official Score Report directly to Keio University. <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]</p> <ul style="list-style-type: none"> · The Official Score Report must be of a TOEFL iBT test taken within 2 years from the final day of the application period. <p>[Score arrival deadline]</p> <ul style="list-style-type: none"> · The Official Score Report must arrive by the final day of the application period. Score reports that do not arrive by the final day of the application period will not be accepted. · It may take a long time for the score to be delivered to Keio University. Applicants should ask ETS to send the Official Score Report as early as possible. <p>[IELTS (Academic): Test Report Form]</p> <p><u>Submit a Test Report Form</u></p> <ul style="list-style-type: none"> · Please ensure that the test-conducting organization sends the Test Report Form directly to Keio University. The Test Report Form will be issued 13 days after the test date and will be sent directly to Keio University. (The destination of the Test Report Form must be the “Academic Affairs Group for Graduate Admissions” at Keio University.) · 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>[Examination Period]</p> <ul style="list-style-type: none"> · The IELTS test must have been taken within 2 years from the final day of the application period. <p>[Score Arrival Deadline]</p> <ul style="list-style-type: none"> · The Test Report Form must arrive by the final day of the application period. Score reports that do not arrive by the final day of the application period will not be accepted. · It may take a long time for the score to be delivered to Keio University. Applicants should ask the institution to send the Test Report Form as early as possible. <p>[TOEIC Official Score Certificate]</p> <ul style="list-style-type: none"> · Submit the TOEIC Score Report (Official Score Certificate). The “Score Descriptors” and “Abilities Measured” portions of the score report are not required. · A printout of the test scores from the TOEIC website will not be accepted. · Contact the Institute for International Business 	
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		<p>Communication (IIBC) to request that IIBC issue or reissue your Official Score Certificate.</p> <ul style="list-style-type: none"> · The Official Score Certificate must be from a TOEIC test taken within 2 years from the final day of the application period. 	
9. Photocopy of Passport <u>(Applicants with non-Japanese nationality only)</u>		<ul style="list-style-type: none"> · An applicant who is not a Japanese citizen should submit a photocopy of his or her passport ID page (photograph page). 	
10. Photocopy of Residence Card or Foreign Resident Registration Card <u>(Applicants with visa qualification to stay in Japan only)</u>		<ul style="list-style-type: none"> · Submit a photocopy of the front and back of the applicant's Residence Card or Foreign Resident Registration Card. <p><u>This document is required for applicants who have a visa qualification to stay in Japan at the time of application.</u></p>	
11. Certificate of Enrollment at an Educational Institution or Proof of Current Employment <u>(Overseas applicants)</u>		<ul style="list-style-type: none"> · 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. · 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. · 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. 	

Every applicant must enclose all required application documents in a self-prepared envelope and send it to the address shown on page 11. Send the documents by **Japan Post's recorded delivery service, kani kakitome (簡易書留) from Japan**, or by **traceable express mail service (e.g., "EMS") from abroad**. Applicants within Japan: Submitted documents **must be postmarked during the application period indicated above**. Overseas applicants: Submitted documents **must arrive at Keio University during the application period indicated above**.

3. Notice of Acceptance of Application

After the application documents are received and checked by Keio University, a "Notice of acceptance email" will be sent to the applicant after several weeks. This email includes an Examination Admission Number and the URL to view the announcement of admissions results. Applicants should be sure to keep the URL until the announcement of screening results.

Please note that the Notice of Acceptance of Application is NOT a notice to let you know whether the application documents have arrived at Keio or not. It is a notice to let you know that we have checked the documents and accepted it as your application. We will not answer to any questions regarding document's arrival.

Also, if there are lack of necessary documents or mistakes, we may not accept the application.

4. Application Review Process

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

The announcement of admissions results will be posted on our website. The URL will be sent to each applicant by email.

6. Notes on Admission

- (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 April 2019, must submit proof of graduation acceptable to Keio University by March 29 (Fri), 2019.
Applicants seeking to matriculate in September 2019, must submit proof of graduation acceptable to Keio University by September 20 (Fri), 2019. 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.
- (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

Keio University will send an Admission Procedure Handbook and admission registration forms to all admitted applicants after the day of the announcement of admissions results. (Documents will be sent by registered mail (e.g., "EMS") when the recipient is overseas.)

Be sure to notify the Academic Affairs Group for Graduate Admissions by email or post if there is any change to your mailing address.

Instructions for registration for admitted students will be provided in the Admissions Procedures Handbook.

The Admission Procedures Handbook will be sent to successful applicants approximately one or two months before entrance date.

【Address for submission of documents】

2-15-45 Mita, Minato-ku, Tokyo, 108-8345, Japan
Keio University Academic Affairs Group for Graduate Admissions

【Contact information】

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

Website: <http://grad.admissions.keio.ac.jp/llm-en.html>

- We accept inquiries by email.

E-mail: ls_admissions@info.keio.ac.jp