

Application Guide

**Keio University Graduate School of Medicine
PhD Program Entrance Examination**

April / September 2019 Enrollment

1. Keio University Graduate School of Medicine PhD Program

| | |
|---------------------------|---|
| Major | Major in Medical Sciences Major in Applied Medicine |
| Degree Conferred | PhD in Medicine |
| Program Duration | 4 years |
| Admission Capacity | Major in Medical Sciences: 72 students Major in Applied Medicine: 8 students |
| Location | Keio University Shinanomachi Campus |

In accordance with our founding principles, the graduate schools of Keio University value both theory and practice and aim to contribute to cultural advancement through profound scientific exploration. Our goal at the doctoral program at the Graduate School of Medicine is to build a rigorous knowledge base and an aptitude for specialized research, which is required to perform highly advanced, independent research and other specialized tasks required of researchers. We also aim to train researchers, physicians, and advanced specialists who will further the science and practice of medicine with a strong moral compass and a passion for learning under the Keio motto of independence and self-respect.

2. Enrollment

April 2019 Enrollment

1. Major in Medical Sciences

Admission Capacity: 72 students

Aim: The Major in Medical Sciences is designed for graduates of a 6-year medical, dentistry, veterinary, or pharmacy school; as well as graduates of a master's degree program. The goal of the Major in Medical Sciences is to train students to conduct creative research in the fields of basic medical science and clinical medicine as well as research into the mechanisms of disease and the development of new therapeutic approaches.

2. Major in Applied Medicine

Admission Capacity: 8 students

Aim: The Major in Applied Medicine is designed mainly for practicing physicians and other medical professionals. The goal of the Major in Applied Medicine is to guide students in using their clinical knowledge and analytical skills to plan and conduct comprehensive clinical trials and interdisciplinary research, especially in the fields of oncology and cardiology.

*Applicants for the Applied Medicine Specialty are expected to have high level of Japanese language proficiency as all lectures are conducted in Japanese.

September 2019 Enrollment

1. Major in Medical Sciences

Admission Capacity: Not Determined

Aim: The Major in Medical Sciences is designed for graduates of a 6-year medical, dentistry, veterinary, or pharmacy school; as well as graduates of a master's degree program. The goal of the Medical Sciences is to train students to conduct creative research in the fields of basic medical science and clinical medicine as well as research into the mechanisms of disease and the development of new therapeutic approaches.

3. Eligibility

April 2019 Enrollment

1. Applicants who have completed or expect to complete 18 years of full-time education majoring in Medicine, Dentistry, Veterinary Medicine, or Pharmacy at the university level by March 31, 2019.
2. Applicants who have completed or expect to complete a Master's program in a relevant field by March 31, 2019.
3. Applicants who have completed 16 years of full-time education and have afterwards completed at least two years of research at a university or research institution. Such applicants' research must be of equal or higher quality than that of graduates who majored in Medicine, Dentistry, Veterinary Medicine, or Pharmacy at a Japanese university.
4. Applicants who have been determined by Keio University to be as capable as those who have completed an undergraduate program majoring in Medicine, Dentistry, Pharmacology, or Veterinary Medicine.

Note:

Applicants must contact the Office of Student Services by e-mail to confirm their eligibility at least a month prior to each application period.

4. Schedule

| Term A Examination (for April 2019 enrollment only) | |
|--|-----------------------------|
| Web entry & application fee payment period | July 17 – 27, 2018 |
| Application period | July 23 – 27, 2018. |
| Examination dates | October 4 – 5, 2018 |
| Announcement of results | October 19, 2018, 11:00a.m. |
| Admission registration | February 18 – 22, 2019 |

| Term B Examination (for April and September 2019 enrollment) | |
|---|--------------------------------|
| Web entry & application fee payment period | November 26 – December 7, 2018 |
| Application period | December 3 – December 7, 2018 |
| Examination dates | January 9 ,January 11, 2019 |
| Announcement of results | January 25, 2019, 11:00a.m. |
| Admission registration (for April 2019 enrollment) | February 18– 22, 2019 |
| Admission registration (for September 2019 enrollment) | July 29 – August 2, 2019 |

5. Application Process

Step1: Web Entry for Online Application

Applicants must complete their web entry during the prescribed period and submit the completed web entry page by post with the other application documents.

Please visit the following website to access to the web entry system directly:

<https://wwwdc01.adst.keio.ac.jp/kj/shinagakuji/gradadmission/meddr2.html>

Step 2: Application Fee Payment

The application fee is JPY 35,000. Follow the directions given on the following website to make payment by credit card: <https://e-shiharai.net/ecard/>.

*The application fee will not be refunded for any reason.

Step 3: Application Documents Submission

All application document listed below must be sent to:

Office of Student Services Keio University Shinanomachi Campus 35 Shinjuku, Tokyo 160-8582, Japan

Application forms can be downloaded from the School of Medicine admission website: <http://www.med.keio.ac.jp/en/admissions/PhD/>.

***If applications are sent from within Japan, they should be sent by simple-registered, express mail (*kan'i-kakitome sokutatsu* [簡易書留速達]) and must be postmarked on or before the last day of the application period.**

***If applications are sent from overseas, they should be sent by a method that allows tracking, such as EMS and couriers (e.g. FedEx, DHL etc.), and they must arrive on or before the last day of the application period.**

1. A copy of the completed web entry page
2. Application form (4 pages) with signature and seal of the professor who will be the applicant's research supervisor at Keio University (if you cannot obtain the professor's signature and seal, please attach his/her letter of consent)
3. Research plan
4. A reference written by the applicant's current academic supervisor or someone who has previously supervised the applicant's studies
5. Certificate of graduation or statement of expected graduation from undergraduate and/or master's program
6. Academic transcripts for undergraduate and/or master's program
7. Application card
8. Two photos taken within the last three months (these should be pasted onto the application form and application card)
 - Print size H: 40 mm x W: 30mm
 - Face and shoulders, directly facing the camera
 - Plain background
9. Proof of payment of the application fee: applicants should print out the 'Application Completed' page when they have completed online payment by credit card
10. List of Achievements (optional): It may be written in any format. Please write in chronological order.

*If documents in a language other than Japanese or English are to be submitted, they must be translated into Japanese or English. The translation must be certified by a public institution such as the university or graduate school you graduated from, an embassy, etc., to verify there are no discrepancies between the original and the translation. Submit the original and the certified translation.

Important Notes

1. After the application has been officially processed, an examination slip with application number will be sent to the applicant by e-mail. This should be printed and carried by the applicant on the examination day. If you do not receive it by September 3, 2018(Term A)/December 25, 2018(Term B), contact Office of Student Services, Keio University Shinanomachi Campus by e-mail.
2. Incomplete applications and applications arrived after the application deadline will not be accepted.
3. If any information on the application documents is incorrect or fraudulent, the eligibility of application and admission will be cancelled.
4. Application forms, documents, and fees paid cannot be returned or refunded.

6-1. Examination

| Subject |
|--|
| 1. Written Exam (Language: English) No dictionaries or aids allowed |
| 2. Oral assessment |

Schedule

and

Venue

Term A Examination (For April 2019 enrollment)

| Date | Timetable | | Venue |
|-----------------|--|---------------------------|--|
| October 4, 2018 | 9:30-11:00 a.m. Seated by 9:20 a.m. | Written Exam (English) | Lecture Room 4 (New Education and Research Building, 4F) |
| October 5, 2018 | Announced at Written Exam | Oral Assessment | PBL Room (Medical School Building 2, 2F) |

Term B Examination (For April and September 2019 enrollment)

| Date | Timetable | | Venue |
|------------------|--|---------------------------|--|
| January 9, 2019 | 9:30-11:00 a.m. Seated by 9:20 a.m. | Written Exam (English) | Large Meeting Room (Building 2, 11F) |
| January 11, 2019 | Announced at Written Exam | Oral Assessment | PBL Room (Medical School Building 2, 2F) |

Announcement of Examination Results

Term A: October 19, 2018, 11:00 a.m.

Term B: January 25, 2019, 11:00 a.m.

Results will be announced on the official website of the Graduate School of Medicine. (Website address will be announced on the written exam date). We do not reply to any inquiries regarding examination results by telephone or e-mail.

6-2. Important Notes on the Examination

1. Examination Slip

- a. Bring your examination slip on the day of the examination.
- b. If you forget to bring or lose your examination slip on the day of the examination, contact the university staff upon arrival at the examination venue.

2. Examination Venue

- a. Doors to the examination venue will open 30 minutes before the seating time.
- b. Applicants are expected to arrive at the examination venue at least 10 minutes before the examination starts.

3. Written Examination

- a. In the examination venue, follow directions of the proctor.
- b. When writing answers, please use a HB/B pencil or a mechanical pencil. You may also use a black or blue ink ballpoint pen.
- c. During the examination period, you may only place the following items on the desk: examination slip, writing instruments, erasers, pencil sharpeners (excluding electric type), watches/clocks (smartwatches are prohibited), and glasses.
- d. Turn off your mobile phone and any other communication devices. Put them away and do not use them.
- e. If you wish to use handkerchief, tissue, eye drops, nasal spray, and any other medication during the examination for health reasons, please raise your hand and inform the proctor.
- f. Use of earplugs is not allowed during the examination as you may not be able to hear the directions of the proctor.
- g. Actions that may disturb other applicants are prohibited in the examination venue.
- h. Leaving the examination venue during the examination is not permitted. However, inform the proctor if you feel ill or need to use a bathroom.
- i. In the event that an act of misconduct, dishonesty, or cheating is identified during the examination, you may be required to leave the examination venue.
- j. Write your answers within the designated space on the answer sheet, and do not write on other areas. Your answer sheet will not be reissued.

4. Other Notes

- a. If it is deemed difficult to conduct the examination on the dates previously announced due to unforeseen circumstances, Keio University may decide to postpone the entrance examination or take other actions. Keio University, in principle, is not accountable for any personal loss and inconveniences incurred to individual applicants following the above decision.

Any additional announcements will be posted on the Keio University official website.

7. Enrollment Registration

Registration materials will be sent to all applications who will have successfully passed the examination. Please return the completed materials to the Office of Student Services, Keio University Shinanomachi Campus, 35 Shinanomachi, Shinjuku-ku, Tokyo 160-8582, Japan, by a method that allows tracking, such as **simple-registered, express mail (*kan'i-kakitome sokutatsu* [簡易書留速達]) if from within Japan, or EMS and couriers (e.g. FedEx, DHL etc.)** from overseas during the following period:

Registration Periods

- Term A Examination
February 18, 2019– February 22, 2019
- Term B Examination
April 2019 enrollment: February 18, 2019– February 22, 2019
September 2019 enrollment: July 29, 2019– August 2, 2019

Required Documents

1. Examination Slip
2. Written Pledge
3. Student ID Photograph Card
4. Registration Sheet
5. Certificate of Items Stated in Resident Register (Applicant)
*Certificate of Residence Also Acceptable
6. Certificate of Items Stated in Resident Register (Guarantor)
7. *Certificate of Residence Also Acceptable
8. Proof of Graduation and Transcript (students who took their entrance exam before completing their undergraduate or Master's program)
*Not required for Keio graduates
9. Copy of Notification of Withdrawal, Certificate of Withdrawal, and Transcript (students who skip a year)
10. 4 ID Photographs
11. Immunization Record (measles, rubella, chicken pox, mumps)
12. Tuition and Fees (bank transfer receipt)
13. Application forms for Certificate of Eligibility (applicable only for students who will need to obtain College Student visa to enter Japan)

*None of the documents listed above can be returned for any reason.

8. Tuition and Fees

The 2019 tuition and fees will be announced when determined. Please note that tuition varies by academic year. For reference purposes, admission fees and expenses for 2018 are given below:

Registration Fee: JPY 60,000

Tuition: JPY 1,110,000

Student Health Insurance: JPY 2,600

Total: JPY 1,172,600 (Installment plan of two payments available)

For inquiries or information:
Office of Student Services (Academic Services)
Keio University Shinanomachi Campus

35 Shinanomachi, Shinjuku-ku, Tokyo 160-8582, Japan
Tel: +81-3-5363-3662 (Direct) E-mail: medgrad@info.keio.ac.jp