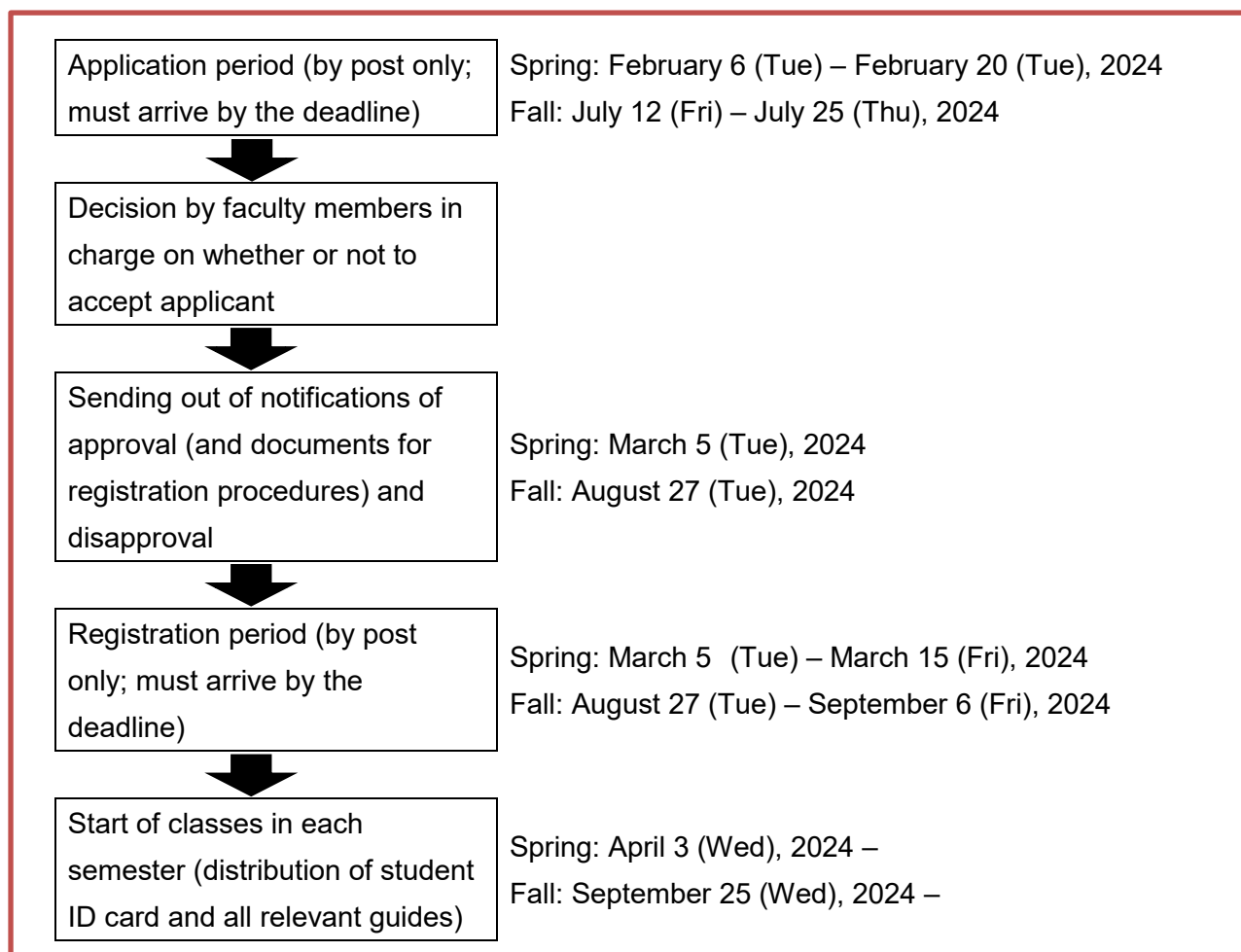


Academic Year 2024 Keio University Law School
Continuing Legal Education (CLE) Application Guidelines

【Flow and dates for application and registration procedures】



【Application eligibility】

You must meet all of the following criteria:

- ① Those who have graduated from university or have been judged to have equal or greater academic ability
- ② Those who are currently active in the legal profession (judge, public prosecutor, lawyer)
*However, the faculty member in charge of the course may decide to accept persons working at companies, governmental institutions, etc., in roles related to the subject of the course (including persons equivalent to this). If this applies to you, please mention this fact in your statement of purpose.
- ③ Those who hold a work or Long-term stay VISA. You are not able to apply with a short-term VISA.

【Screening fee】

18,000 yen (please enclose a postal money order with your application documents)

*Under no circumstances will fees be returned once paid.

*The screening fee will be **18,000 yen** even if you submit applications for several courses all at once.

*The screening fee is valid for the academic year in which an application is submitted. If you paid the screening fee when you applied in the Spring Semester and then submit another application in the Fall Semester of the same academic year, you are not required to pay the screening fee again.

【How to apply】

*Only applications by post will be accepted. Please prepare your application documents and send it by registered mail (must arrive by the deadline).

Regardless of the reason, documents will not be returned once they are submitted.

【Application documents】

◎...Submission required ○...Submission required only if applicable

New application	Subsequent application	Application document
◎	◎	① Application form for Continuing Legal Education (prescribed format: please print out on A4 size paper)
◎		② Résumé (prescribed format: please print out on A4 size paper)
◎		③ Transcript of Academic Record *Transcript from the last university, etc., you attended in accordance with the application eligibility.
◎		④ Certificate of Graduation/Completion *Certificate from the last university, etc., you attended in accordance with the application eligibility.
○	○	⑤ Copy of your Certificate of Residence (foreign nationals only) *Must indicate a valid period of stay for your period of enrollment. 【Status of residence for international students】 At the time of completing the first step of the procedures (application), you will be required to submit a copy of your "Certificate of Residence" that indicates a valid period of stay for the duration of your enrollment (Spring Semester: April 1–September 21; Fall Semester: September 22–March 31 of the following year). To obtain a status of residence of "Student," you must fulfill the conditions stipulated by the ministerial ordinance of Japan, including taking the corresponding number of courses to meet the prescribed number of hours (10 hours or more per week; 7 courses or more in the case of courses with 90-minute class periods) as well as certain other conditions. However, non-degree students (for credit), non-degree students (non-credit), and research students will not be able to meet these conditions at Keio because the university has set the maximum number of courses that can be registered and attended to 10 credits (up to 5 courses) per semester for these students. Therefore, you will not be able to obtain a status of residence of "Student" even if you become a non-degree student at Keio.
◎	◎	⑥ Statement of purpose (free format: please print out on A4 size paper) *Please clearly indicate the name of the course you are applying for at the beginning of the statement. *If you are applying for multiple courses, please indicate the name of each course on separate sheets.

		<p>*The maximum number of credits that can be taken is 10 credits per semester (up to 5 courses).</p> <p>*If you are applying for courses with "prerequisites for attendees," please specify the reasons why you think that you meet the requirements separately from the statement of purpose.</p>
○		<p>⑦ Copy of document proving your legal profession such as completion of the training course for legal apprentices (certificate of completion of the training course for legal apprentices is accepted) or certificate of employment</p> <p>*Submission is <u>only required by those who circled "Currently active in the legal profession" in the "Application eligibility" section of the CLE application form.</u></p>
◎★		<p>⑧ Postal money order (screening fee of 18,000 yen)</p> <p>★The screening fee is valid for the academic year in which an application is submitted. If you paid the screening fee when you applied in the Spring Semester and then submit another application in the Fall Semester of the same academic year, you are not required to pay the screening fee again.</p>

*If you are continuing from the previous semester, you do not need to submit items ②, ③, ④, and ⑦ above. Furthermore, we may ask you to submit other documents as necessary. Please follow the instructions you receive.

Submit to: 2-15-45 Mita, Minato-ku, Tokyo 108-8345
Keio University Office of Student Services, Law School Section,
"Continuing Legal Education"

【Announcement of permission to register】

Announcement method:

We will send a notification of approval (and documents for registration procedures) or disapproval to all applicants by post mail.

*The notification may take 2–3 days to arrive depending on the region. If you do not receive a notification, please contact us by e-mail (Keio University Office of Student Services, Law School Section lawjm@info.adst.keio.ac.jp). Please note that you will not be permitted to complete registration procedures after the registration period due to the late arrival or non-delivery of the documents for registration procedures.

【Registration period】

• Documents to submit

- ① Pledge (prescribed format)
- ② Certificate of Registered Matters on Certificate of Residence (prescribed format or a Certificate of Residence issued by the local government where your residency is registered is also permitted)
- ③ Certificate of bank transfer (transfer using prescribed bank transfer form)

*Registration will be cancelled even after completion if the documents submitted at the time of application or registration are found to contain false or fraudulent information. In this case, fees that have already been paid (screening fee, registration fee, attendance fee, etc.) will not be returned.

*The above "prescribed formats" will be enclosed with the notification of approval.

*You do not need to submit the Certificate of Registered Matters on Certificate of Residence if you are continuing from the previous semester.

【Required fees for registration】

◆ All programs: **registration fee (half year) / 40,000 yen (80,000 yen in the case of 1 year)**

• Legal professional training program (specialized): **tuition (1 year) / 190,000 yen**
→ Programs to develop legal practitioners with specialized knowledge and skills in specific legal fields

• Specialization program: **tuition (per credit) / 38,000 yen**
→ Program to develop legal practitioners with basic and systematic knowledge in specific legal fields

• Individual course program: **tuition (per credit) / 38,000 yen**
→ Program that allows you to take from 1 course upward according to your interests

*Under no circumstances will fees (screening fee, registration fee, attendance fee, etc.) be returned once paid.

【Issuance of timetables, course syllabi, student ID card, and passwords for various web systems】

Please bring a form of ID issued by a public organization (driver's license, passport, etc.)

*Only a sticker for the back of the student ID card will be issued (with a new expiration date) for those continuing from the previous semester.

*Please bring your student ID card if you are continuing from the previous semester.

【Application documents, list of corresponding courses, course syllabi, academic calendar】

Application documents can be downloaded from <http://www.ls.keio.ac.jp/cle/>. You can also view a list of corresponding subjects, course syllabi, and the class schedule (*1) of the Law School. (Will be updated once details for AY 2024 are confirmed.)

***1: Please pay particular attention to makeup days for classes on specified day of the week (days on which classes according to the day on the timetable will take place regardless of the actual day of the week), makeup class day, Mita Festival, Fukuzawa's birthday, etc.**

Inquiries: Office of Student Services, Law School Section (Mita Campus South Building, 1F)

Tel: 03-5427-1778 E-mail: lawjm@info.adst.keio.ac.jp

Counter opening hours: weekdays (excluding holidays) 8:45–16:45