# emb_03**Keio Law School**

# **Student Exchange Application Form**

# **慶應義塾大学 法科大学院 交換留学生願書**

**ATTACH PHOTO**

**HERE**

 (taken within 6 months, 3cm x 4cm, color, glossy)

**写真貼付**

（6ヵ月以内に 撮影したもの、3cm x 4cm、カラー）

**Instructions　記入方法:**

1. Application should be typewritten or **PRINTED** in block letters.
タイプまたは楷書で記入すること。
2. Year should be written in the dominical year.
西暦を使用すること。
3. Proper noun should be written in full, and not be abbreviated.
固有名詞は全て正式名称で記入し、省略しないこと。
4. Check the appropriate boxes.
所定の個所をチェックすること。
5. **Full Name　姓名**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Family Name　姓 | First Name　名 | Middle Name　ミドルネーム |
| English Alphabets 英字 Do not use characters with accent marks (e.g. ą, ç, ë) \*1特殊文字を使わないこと(e.g. ą, ç, ë) |  |  |  |
| Katakana or Hiraganaカタカナ/ひらがな |  |  |  |
| Chinese Character 漢字Required for all Chinese and Korean nationals 中国国籍・韓国国籍の場合必ず記入すること |  |  |  |

\*1 Our information system does not recognize characters with accent marks.

1. **Date of Birth　生年月日 (yy/mm/dd)** **3. Nationality/All Nationalities 国籍/全ての国籍**

 Write all nationalities if you hold multiple nationalities.

 複数の国籍を所持している場合は全ての国籍を記入すること。

|  |  |  |  |
| --- | --- | --- | --- |
| yyyy / mm / dd | Age　年齢 |  |  |

**4. Sex　性別** **5. Marital Status　結婚歴**

[ ] Male　男 [ ] Female　女 [ ] Single　未婚 [ ] Married　既婚

1. **Home Institution 在籍大学**

|  |  |
| --- | --- |
| Name of your home institution　学校名 | Expected date of graduation (upon completion of study at Keio) （留学後の）卒業見込み年月日 　　　　　　20 ×× / mm / dd |
| Faculty /Graduate School　学部/大学院 | Major　 専攻 | Minor　 副専攻 | Year at Home Institution　学年  |

1. **Period of intended study at Keio　慶應義塾大学での留学期間**

|  |
| --- |
| [ ]  20\_\_ Spring Semester (April – September) [ ]  20\_\_ Fall Semester (September – March) |

1. **Program at Keio　希望するプログラム**

|  |
| --- |
| **Graduate Student 大学院生**[ ]  Law School　法科大学院※Do you wish to take any Japanese language courses offered by the Center for Japanese Studies (Keio Japanese Courses or JLP Advanced Level) ? 　　日本語・日本文化教育センターが提供する日本語の学習（Keio Japanese CoursesまたはJLP上級レベル）を希望しますか？[ ] Yesはい　 [ ] Noいいえ |

 \*Description of each program is available on our website (http://www.ic.keio.ac.jp/en/study/exchange/courses.html)

1. **Present Contact　現在の連絡先**

|  |
| --- |
| Present Address現住所 |
| Tel. +Fax. + | E-mail | Effective　有効期間From yy/mm– To yy/mmFrom 20 ×× / mm to 20 ×× / mm  |

1. **Permanent Contact　　定住所** [ ] Same as above　上記と同じ

|  |
| --- |
| Permanent Address定住所 |
| Tel. +Fax. + | E-mail | Effective　有効期間From yy/mm– To yy/mmFrom 20 ×× / mm to 20 ×× / mm |

1. **Emergency Contact 緊急連絡先**

|  |  |
| --- | --- |
| Full Name　氏名 | Relationship　本人との関係 |
| Address　住所 |
| Tel. +Fax. + | E-mail |

1. **Education (from primary education to present) 　学歴（初等教育～現在）**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Institution (major) 　学校名（専攻） | Location所在地 | Degree取得学位 | Period (yyyy/mm)期間 | Years attended就学年数 |
|  |  |  | yyyy / mm ～ yyyy / m m |  |
|  |  |  | yyyy / mm ～ yyyy / m m |  |
|  |  |  | yyyy / mm ～ yyyy / m m |  |
|  |  |  | yyyy / mm ～ yyyy / m m |  |
|  |  |  | yyyy / mm ～ yyyy / m m |  |
|  |  |  | yyyy / mm ～ yyyy / m m |  |
| Total years of education就学年数の合計 |  |

1. **Employment 　(latest on top line) 　職歴（近年のものから）**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Organization　勤務先 | Location所在地 | Type of Work職務内容 | Period (yyyy/mm)期間 |
|  |  |  |  yyyy / mm ～ yyyy / m m |
|  |  |  |  yyyy / mm ～ yyyy / m m |
|  |  |  |  yyyy / mm ～ yyyy / m m  |

1. **Read the statement below and sign if you agree. 　次の文を読んで署名すること。**

“I certify that the information given in this application is complete and accurate to the best of my knowledge, and if admitted, I agree to comply with the rules and regulations of Keio University.”

「私は上記の事実に相違ないことを認め、入学後は慶應義塾大学の規則に従います。」

|  |  |  |
| --- | --- | --- |
| Date:日付 20 ×× / mm / dd |  | Applicant’s Signature:申請者署名 |

 (Year) (Month) (Day)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Nomination (must be completed by a student exchange program coordinator at home institution)**

**交換留学担当者の署名** ※If there is no signature here, this application will not be processed. You need this signed whether you are from a partner institute or not. ここにサインがない場合は、本願書は選考過程に進みません。協定校以外の学生も署名が必要です。I have reviewed the application, and I officially nominate (Applicant’s Name　　　　　　　　　　　　　　　　　)  to your student exchange program under the bilateral agreement.　 上記学生を交換留学生として正式に推薦いたします。

|  |  |  |
| --- | --- | --- |
| Name of Institution:大学名 |  | Department:部署 |
| Title:役職 |  | Name:名前 |
| Date:日付 20 ×× / mm / dd |  | Signature:署名 |

 (Year) (Month) (Day) |

**✔Checklist: The application must include ALL of the following documents.**

**✔チェックリスト：下記のすべての書類を提出すること。**

**Application Documents　出願書類**

|  |  |
| --- | --- |
| [ ]  1. Application Form (This form) with official ID Photo (4cm × 3cm) 　[ ]  2. Study Proposal 　 [ ]  3. Self-evaluation Sheet for Japanese Language Proficiency　 [ ]  4. Transcript　 [ ]  5. Certificate of Health　 | [ ]  1. 慶應義塾大学交換留学生願書　[ ]  証明写真（願書添付、4cm × 3cm）[ ]  2. 学習計画[ ]  3. 日本語能力調査書[ ]  4. 成績表[ ]  5. 健康診断書 |

**Visa Documents ビザ申請用書類**

|  |  |
| --- | --- |
| [ ]  1. Application for Certificate of Eligibility (3 pages)※[ ]  2. Certificate of Financial Support　[ ]  3.One Passport copy Photocopy all pages with records | [ ]  1. 在留資格認定証明書交付申請書 （3ページ）※[ ]  2. 財政能力証明書[ ]  3. パスポートコピー１部（出入国記録のあるページ全て） |

* Document 1 is not required for Japanese Nationals. 　　　　　※　日本国籍保有者は、書類１は不要

**Missing Documents?**

If there is any document missing, please indicate when it will be submitted.

未提出の書類がある場合は、提出予定日を述べること。

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|  |