



GRADUATE SCHOOL OF BUSINESS ADMINISTRATION
KEIO UNIVERSITY
Exchange Program Fact Sheet 2026-2027

1. Contact Information

KBS Office

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Mailing Address

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Web Link

<https://www.kbs.keio.ac.jp/en/index.html>

For exchange students and coordinators: <https://www.kbs.keio.ac.jp/en/graduate/exchange/exchange-students.html>

2. Academic Calendar

Term Dates

| | |
|--------------|---|
| Fall term: | September 1 – December 31 *Lecture period tentatively scheduled to end around mid-December |
| Winter term: | January 1 – March 31 *Lecture Period tentatively scheduled to end around mid-March |

*Students are required to arrive a few days earlier than the start of the lecture period.

*Mandatory orientation will be held on the first or second day of the lecture period. The fixed date will be announced to nominees later.

*We will announce the Class schedules approximately two months before the start of the term.

3. Nomination and Application

Nomination and Application Deadlines

| | Nomination Deadline (by the coordinator) | Application Deadline (by the nominees) |
|--------------|--|--|
| Fall term: | April 21, 2026 | April 28, 2026 |
| Winter term: | August 17, 2026 | August 24, 2026 |

- Students must be nominated by their home university through our **online nomination form**.
- An email with a link for online form will be sent to all coordinators about one month before the nomination deadline. **Unfortunately, we cannot accept any late nominations** due to the fixed schedule of the faculty meeting to conduct official consideration of the nomination.
- Once the nomination is received, an email from KBS Office with instructions on how to submit the required application documents listed below will be sent to the nominee directly within 2 business days in Japan.

■ Required Information for Nomination

- 1) Partner Institution Information including Name of exchange coordinator and Email address of exchange coordinator
- 2) Student Information including Name, Gender, Date of birth, Citizenship, and Email address

■ Required Documents for Application

Below are the required documents.

- 1) A photocopy of student's passport (the biodata page with photo, name, date of birth, expiration date, etc.)
- 2) CV
- 3) Latest official transcript (Must show grades for the master's program to which the student is currently enrolled.)

Rough Timeline After the Application

| Event | Fall term | Winter Term |
|---|--------------|----------------|
| Notice of admission approval and visa relevant matters, etc. <ul style="list-style-type: none"> ➤ notification of approval of the application ➤ CoE application information ➤ request for submission of required documents for admission, etc. | mid-May | mid- September |
| Course Registration <ul style="list-style-type: none"> ➤ class schedule and syllabus will be provided | late-June | late-October |
| Distribution of orientation materials <ul style="list-style-type: none"> ➤ a guide book for exchange students which covers both academic and daily life matters will be provided | early-August | early-December |

4. Program Information

Mandatory Orientation

The orientation is mandatory for all exchange students. **Students may not participate in the exchange program at KBS if they are unable to attend this orientation.**

The orientation will be held on the first or the second day of the lecture period. The fixed date will be announced to nominees later. Students should plan a travel itinerary with margins for transportation or other delays/cancellations, in order not to miss the orientation.

Academic Requirements

Exchange students are required to take at least 4 courses at KBS, irrespective of the requirements by their home institutions. Each course has 27 classroom hours (90 minutes×18 sessions), equivalent to 30 contact hours and worth 2 KBS credits.

Course Offered in English

Fixed course list and class schedules will be announced about two months before the start of the term.

| Tentative list of elective courses offered in English for 2026-2027 academic year *subject to change | |
|--|--|
| Fall Term | Winter Term |
| 1. MANAGEMENT CONTROL IN JAPAN | 1. JAPANESE BUSINESS ENVIRONMENT |
| 2. MANAGEMENT SCIENCE AND DECISION MAKING | 2. MARKETING IN JAPAN |
| 3. BUSINESS LOGISTICS | 3. FINANCIAL MANAGEMENT IN JAPAN |
| 4. PRODUCTION MANAGEMENT IN JAPAN | 4. MANAGEMENT SCIENCE AND MANAGEMENT OF TECHNOLOGY |
| 5. CLEAR LEADERSHIP | 5. INTERNATIONAL HUMAN RESOURCE MANAGEMENT |
| 6. UNCERTAINTY AND MANAGEMENT IN ORGANIZATIONS | 6. ADVANCED STUDY IN MULTINATIONAL ORGANIZATION AND STRATEGY |
| | 7. BUSINESS AND DATA ANALYTICS |
| | 8. DX & DG IN FINTECH |

For your reference, course schedule and course syllabus for past academic years are available on our webpage:

- Past Year (AY2025) Course Schedule: [Click here](#)
- Syllabus: <https://gsllbs.keio.jp/pub-syllabus/search>

Exchange students may also take courses offered in Japanese, provided that they have high proficiency in Japanese language.

Grading System

Evaluation is conducted based on final examination, assignments, class participation, and class attendance, etc.

Grading scale is as the table below.

| Grade | Description | Grade Point |
|----------------|-------------|-------------|
| A ⁺ | Pass | 4.0 |
| A | | |
| A ⁻ | | 3.0 |
| B ⁺ | | |
| B | | 2.0 |
| B ⁻ | | |
| C ⁺ | | 1.0 |
| C | | |
| C ⁻ | Fail | 0.0 |
| D | | |

Japanese Language Class (Optional, fee applies)

Non-credit-bearing, non-academic, non-certificate Japanese language classes run by a third-party language education service company are available for a fee. Details will be provided to the nominated students.

5. Living in Japan

VISA

Exchange students MUST* apply for a student visa, regardless of their duration of physical stay in Japan. Each student is responsible for obtaining their own visa and needs to contact the nearest local Japanese Embassy or Consulate for details on application procedures. Please be well noted that questions regarding visas should always be directed to the Japanese Embassy or Consulate.

For their student visa application, exchange students need a document called Certificate of Eligibility (CoE). KBS will assist exchange students to prepare the application for their CoE and apply for CoE to the Immigration Bureau on their behalf. CoE is issued electronically and KBS will send it to each student by e-mail once it is issued.

*Exchange students who already have another type of visa/status of residence that allows to study for the entire term would be an exception.

[IMPORTANT] Notice about Japan Pre-Entry Tuberculosis Screening (JPETS)

The number of people entering Japan from abroad has increased, resulting in a significant increase in the number of foreign-born tuberculosis (TB) patients. Therefore, the Japanese government plans to start “Pre-Entry Tuberculosis Screening” during fiscal year 2025. TB screening will apply to nationals of countries (**the Philippines, Viet Nam, Indonesia, Nepal, Myanmar, and China**) with a large proportion of foreign-born cases diagnosed with TB during their stay in Japan who intend to enter and stay in Japan as a "mid- to long-term residents" (excluding re-entry permit

holder) which includes the status of “student” or under the provisions of Notifications No. 53 (Digital Nomad) or No. 54 (Spouse or Child of Digital Nomad) “Designated Activities.” However, if the residence permit or other documentation issued by the government of the applicant’s place of residence confirms that their current place of residence is outside the target countries or region, the applicant will be exempt from the TB screening.

Please refer to the website below for the latest information and precise information on target countries for the TB screening and commencing date.

● [Immigration Services Agency](#)

● [Ministry of Health, Labour and Welfare](#)

* As information on this matter will be updated from time to time, the KBS Office will share the latest information at that time with the students.

Housing

University dormitories are NOT available for KBS exchange students. Exchange students need to find their accommodations in Japan themselves. Several resources offered by Keio Housing Coordinator’s office to support students in finding housing are available upon request. How to make inquiries will be notified to nominees after the approval of the nomination.

Exchange students must fully understand this point before applying for the exchange at KBS.

Estimated Living Expenses

The following is the list of estimated amounts of monthly living expenses:

| | |
|--|--------------------|
| Accommodation: | JPY 80,000 |
| Food: | JPY 50,000 |
| Utilities (gas, water, electricity, etc.): | JPY 30,000 |
| Books, Course Materials: | JPY 10,000 |
| National Health Insurance: | JPY 1,500 |
| Other: | JPY 30,000 |
| <u>TOTAL:</u> | <u>JPY 201,500</u> |

National Health Insurance

It is mandatory that all foreign nationals subscribe to Japanese National Health Insurance (NHI, or *Kokuho* in Japanese) which exchange students can apply to at their local city offices.

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