

## How to register for Entrance Exam for Seminars

1. Acquire the URL for registration.

On the 18<sup>th</sup> of January, we will distribute the URL on “keio.jp”.

2. Fill out the form from 10am on the 4<sup>th</sup> to 3pm on the 6<sup>th</sup> of February.

2-1

You will reach the login page as shown on the right as you access the URL acquired from keio.jp.

Enter your Keio email address.

2-2

Once you reach the page as shown, fill out the form.

\* Student ID number must be 8-digit number.

Otherwise it will be shown as error.

\* Each person can only submit the form once to avoid duplication.

\* The email address that you used to login will be automatically recorded once you submit the form.

2-3

As shown on the right, the email that confirms your temporary registration will be sent to your email address that you used to login.

\* The email on the right will be the proof “of registration.” The time stamp must be before Wed Feb 06 2019 15:00:00 for it to be valid.

\* Please contact us if you do not receive the email in an hour as there must be some problem.

\* The URL to the form of changing will be written on the confirmation email for registration.

3. We will announce the number of applicants for each seminar at 5pm on the 6<sup>th</sup> of February both on our Website and Twitter.

\* Our staff will be available from 10:00 to 15:00 on the 6<sup>th</sup> of February on Mita campus for troubleshooting.

4. Any changes will be accepted from 10am to 3pm on the 7<sup>th</sup> of February.

4-1

Open the URL that is written on the temporary registration confirmation email. Follow the same procedure as the temporary registration until opening the form.

4-2

Fill in the form as shown on the right.

\* Student ID number must be 8-digit number.

Otherwise it will be shown as error

\* Each person can only submit the form once to avoid duplication

\* Please note that all the information except for the “final choice seminar” must match with what you have submitted for temporary registration for the form to be valid.

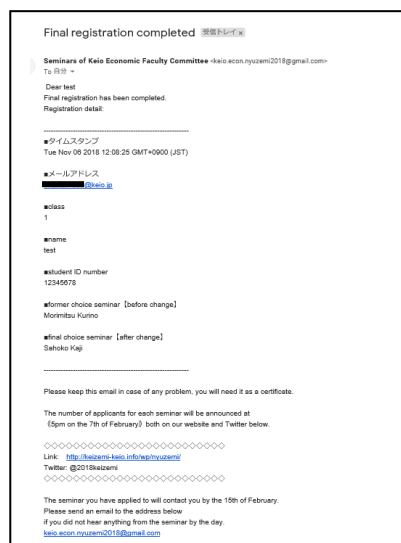
The screenshot shows a web form titled "Registration of the entrance exam for seminars [change]". It includes instructions in English and Japanese. The form fields are: "class" (text input), "name" (text input), "student ID number" (text input), "former choice seminar [before change]" (dropdown menu), and "final choice seminar [after change]" (dropdown menu). A blue "送信" (Send) button is at the bottom.

4-3

As shown on the right, the email that confirms your final registration will be sent to your email address that you used to login.

\* The email on the right will be the proof “of registration.” The time stamp must be before Thu Feb 07 2019 15:00:00 for it to be valid.

\* Please contact us if you do not receive the email in an hour as there must be some problems.



5. We will announce the final number of applicants for each seminar at 5pm on the 7<sup>th</sup> of February both on our Website and Twitter.

6. Each seminar will send emails to all applicants by the 15<sup>th</sup> of February. Each seminar will send you an email that gives you directions on submission of resume or tasks to all applicants. Please contact us by replying to the registration confirmation email if you did not receive the email.

7. We will distribute the URL for date B on “keio.jp” on the 1<sup>st</sup> of March. Follow the same procedure as the date A registration.