

# Documents Required for the Scholarship Initial Registration 2011 (Explanation for Students)

January, 2011

The “Scholarship Initial Registration Form” and other required documents are the main documents used for screening for scholarships and accommodation for privately financed international students. Students who wish to apply for scholarships provided to privately financed international students through Keio University are required to submit the “Scholarship Initial Registration Form” along with the documents listed below.

Even if students who have already submitted “Scholarship Initial Registration Form” in Spring Semester 2011 wish to apply for scholarships in the Fall Semester 2011, they need to resubmit some documents at the beginning of the Fall Semester.

## Important Notice

The format of the “Scholarship Initial Registration Form” and the required documents were substantially modified from 2011. The major changes are as follows:

- The “Scholarship Initial Registration Form” is 4 pages long (No.1 – No.4), in Excel format. (It was 5 pages before.) Students can input data directly into the Excel sheets. Please be aware there is also a change in the required information.
- Documents to certify the income of the student’s family and financial supporters must be submitted.
- When students ask their academic advisor to fill in the “International Student Scholarship Evaluation Form”, they should also submit their “Research Plan & Academic Achievements” (for postgraduates) or “Study & Activity Plan” (for undergraduates) and a copy of their Grade Report (gakugyo seiseki hyo) along with the evaluation form.

There are many other changes. Please read the following instructions carefully and prepare the documents as far in advance as possible. Please do not hesitate to contact us if there are any questions or any further information is required.

## Please Note

Submitting the “Scholarship Initial Registration Form” and required documents **does not mean** students have applied for scholarships.

**Students are also required to submit an application form for each scholarship which they wish to receive.**

The “Scholarship Initial Registration Form” and required documents are available to download from the International Center’s website: <http://www.ic.keio.ac.jp/en/life/scholarship/application.html>

To access from the website <http://www.ic.keio.ac.jp/en/index.html>:  
Click “How to Apply” under “Scholarship” in the lower right part of the page.

## 1. Documents to be submitted

A. Scholarship Initial Registration Form: 4 pages (No.1 – No.4) (Shogakukin Jukyu Kibou Chosa-sho) (Prescribed form)	2 sets (1 original, 1 copy)
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Other required documents:

B①. Research Plan & Academic Achievements (for postgraduates) / Study & Activity Plan (for undergraduates) (Prescribed forms)	2 sets ( 1 original, 1 copy)
B②. Scholarship Initial Registration: Essay (Prescribed form)	2 sets (1 original, 1 copy)
B③. Copy of Grade Report (gakugyo seiseki hyo) (and copies of academic transcripts (seiseki shomeisho) from courses/programs taken at undergraduate level and above, including from the university the student attended in his/her home country)	2 sets (2 copies)
B④. Documents to certify the student's income by working part-time	2 sets (2 copies)
B⑤. Documents to certify the income of the student's family and financial supporters	2 sets (2 copies)
C①. Copy of student's Certificate of Alien Registration (both sides)	1 copy (*status of residence and expiration date must be indicated)
*In case the status of residence is not "College Student", the student must submit a Confirmation of Change of Status of Residence form	1 original
C②. International Student Scholarship Evaluation: Evaluation Status (Prescribed form)	1 original
C③. Calculation Sheet for Assessment Point Average (Prescribed form) *Only new postgraduate students need to submit this form	1 original

## 2. The first thing to do: Request academic advisors to fill out the “International Student Scholarship Evaluation Form”

When screening for scholarships is held, both the “Scholarship Initial Registration Form” filled out and submitted by the student, and the “International Student Scholarship Evaluation Form” filled out by the student’s academic advisor, are evaluated. Students should ask their academic advisors to fill in the evaluation form **in advance**.

Students should be aware of the following points and remember to ask in a considerate manner.

- The evaluation form must be filled in by a full-time faculty member of Keio University. Second-year undergraduate students who do not have academic advisors should ask the Chief Academic Advisor of their faculty.
- The documents students need to hand to their academic advisors are as follows:
  1. “International Student Scholarship Evaluation Form”  
(Prescribed form, can be downloaded from the International Center’s website)
  2. “Re: Request for Submittal of International Student Scholarship Evaluation Form”  
(Prescribed form, can be downloaded from the International Center’s website)
  3. Attached Document B①: “Research Plan & Academic Achievements” (for postgraduates) or “Study & Activity Plan” (for undergraduates)
  4. Copy of Grade Report (gakugyo seiseki hyo)
- Students should ask their academic advisors at least one week in advance of the deadline for submission of the “Scholarship Initial Registration Form” and required documents. It is extremely inconsiderate to ask within only 2-3 days of the deadline.
- New students at Keio are not required to submit this evaluation in their first semester. However, they should prepare the evaluation for the next semester.

## 3. Direction and Instruction

\*For preparing the “Scholarship Initial Registration Form” and other required documents, students should refer to the following directions and the sample Scholarship Initial Registration Form (this can be downloaded from the International Center’s website: <http://www.ic.keio.ac.jp/en/life/scholarship/application.html> ).

• A: Scholarship Initial Registration Form (prescribed form, 4 pages (No.1 – No.4))

- **Must be filled in carefully and accurately by the student himself or herself.**
  - Students can input their data directly into the Excel file and submit as a hard copy.
  - If students fill the form in by hand they should use a fountain pen or ballpoint pen.
- Attach an ID photo in the space provided.
  - A copy of an ID photo, or an image pasted in the Excel file, may also be submitted.
- Fill in the form in either Japanese or English.
  - If the form is filled in using English the student will in principle be ineligible for scholarships which require Japanese skills as a basic requirement. Writing in Japanese is therefore recommended.

- Japanese characters should be written in standard style, alphabet should be written in block letters, and numbers in Arabic numerals.
- Every part of the form must be completed.
  - Fill in blank cells with “N/A”, do not leave them blank.
- Include contact information.
  - Contact information is necessary for application for scholarships. If students change their home address, e-mail address or contact numbers, they must inform the Office of Student Services on Mita Campus, or the corresponding office on their campus if other than Mita.
  - Sometimes students must be contacted urgently because of a scholarship application deadline. Please include a contact number, such as a cell-phone number, that can be reached.
- For emergency situations, students must provide the contact information of an acquaintance in Japan with whom they keep in daily touch, such as a friend on their course.
- The categories for language ability (page No.1) are defined as follows:
 

Very good: Students have no difficulty in understanding lectures or research seminars in this language.

Good: Students can read and write in this language.

Fair: Students can communicate in daily situations in this language.
- Students who earn income by working part-time (page No.2) need to submit a document which certifies their income.
  - See “B④: Documents to certify the student’s income by working part-time” below.
- Students need to submit a document which certifies the income of their family and financial supporters (page No.3).
  - See “B⑤: Documents to certify the income of the student’s family and financial supporters” below.

**• Other Required Documents (general information)**

- All sheets must be A4 size. Please enlarge or reduce onto A4 size paper if the originals are another size.
- Students should write their Student ID Number, department/faculty/graduate school, and name at the top right of every document that does not have this information already on it.

**• B①: Research Plan & Academic Achievements / Study & Activity Plan**

- “Research Plan & Academic Achievements” is for postgraduate students; “Study & Activity Plan” is for undergraduate students.
- Students may fill out the form by hand, input their data into the downloaded Word file and print it out, paste something they have created in Word onto the prescribed form, or make a form using Word on their own (so long as it has their Student ID Number, department/faculty/graduate school, and name written clearly on it).
- Form specifications: 1 page of A4, 1200 words/page

**• B②: Scholarship Initial Registration: Essay (Prescribed form)**

- Students may fill out the form by hand, input their data into the downloaded Word file and print it out, paste something they have created in Word onto the prescribed form, or make a form using Word on their own (so long as it has their Student ID Number, department/faculty/graduate school, and name written

clearly on it).

• B③: Copy of Grade Report (gakugyo seiseki hyo) (and copies of academic transcripts (seiseki shomeisho) from courses taken at undergraduate level and above, including from the university the student attended in his/her home country)

- Students must submit a copy of their complete Keio University Grade Report (gakugyo seiseki hyo) which has been mailed to their guarantor. This must be the latest report and include grades from the 2011 academic year (students who have just entered Keio should submit a copy of their grades from their last academic year of study before entering Keio).
- An Academic Transcript (seiseki shomeisho) or Grade Report (gakugyo seiseki hyo) printed out from the Keio Web System will not be accepted for submission.
- Students who do not receive a Grade Report (gakugyo seiseki hyo) until their program is completed, like doctoral students of the Graduate School of Science and Technology, do not need to submit a report.
- If an Academic Affairs Web password is printed on the top right corner of the copy of the Grade Report (gakugyo seiseki hyo), students should black it out.
- New postgraduate students need to submit a copy of their academic transcript (seiseki shomeisho) from the university where they last attended. Students entering a graduate school on a doctoral program or equivalent program need to also submit a copy of their academic transcript (seiseki shomeisho) from the graduate school where they last attended. The transcripts must include not only academic records, but also the academic evaluation method. New postgraduate students are also required to submit the “Calculation Sheet for Assessment Point Average” (prescribed form, see C③).
- New undergraduate students need to submit a copy of their academic transcript (seiseki shomeisho) from their high school (or a copy of their results from a high school equivalence test) and a copy of their results in the Examination for Japanese University Admission for International Students (or a copy of their results from the examinations or grading system required for entrance into university in their home country). For students who have attended university, a copy of the academic transcript (seiseki shomeisho) from the university is also required (even if they have withdrawn or not graduated for some other reason).

• B④: Documents to certify the student’s income by working part-time

- Students who have stated in the “Monthly Income” section of the “Scholarship Initial Registration Form” (page No.2) that they receive income by working part-time must submit documents certifying this income.
- Students who have documents that make clear the content of their part-time work should submit these. Students who are not able to submit documents such as these should describe the content of their part-time work on the “Confirmation of Employment Form”.
- Students who are not currently doing part-time work but have stated that they have received income by working part-time should submit a copy of their most recent pay statement and withholding tax slip.
- If students accept compensation for work such as private tutoring or research assistance, the certification of this as part-time work is also required.

➤ Acceptable documents are as follows:

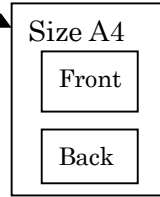
- |   |  |
|---|--|
| Pay statement   | <ul style="list-style-type: none"><li>• A copy of the latest pay statement issued by the student's place of work.</li><li>• The name of this document may vary depending on the place of work.</li><li>• Students who have several part-time jobs should submit a copy of the latest pay statement for each job.</li></ul>   |
| Employment contract   | <ul style="list-style-type: none"><li>• A copy of the student's employment contract, made with the employer at the beginning of part-time employment.</li><li>• Students who have several part-time jobs should submit a copy of the employment contract for each job.</li></ul>   |
| Withholding tax slip<br>(gensen choshu hyo)   | <ul style="list-style-type: none"><li>• A copy or the original of the withholding tax slip for income in 2010. (It should be issued from the employer around January 2011).</li><li>• Students who do not have this document should ask their employer for it.</li><li>• Students who have several part-time jobs should submit a copy or the original of this document for each job.</li></ul>                                |
| Proof of income   | <ul style="list-style-type: none"><li>• This document can be obtained at the Taxation Section of the student's city/ward office. The name of this document may vary depending on the office.</li></ul>   |
| Confirmation of Employment<br>Form (Prescribed form, can be<br>downloaded from the<br>International Center's website) | <ul style="list-style-type: none"><li>• Students who are unable to prepare any official documents for their part-time work (such as private tutoring) should use this form.</li><li>• Students who have official documents may submit this form instead of the official documents.</li><li>• The signature and seal of the employer are required on this form.</li><li>• Please submit both the original and a copy.</li></ul> |

• B⑤: Documents to certify the income of the student's family and financial supporters

- **Students must attach a copy of documents which certify the latest income of their family and their financial supporters.**
- **Students need to submit documents for each member or their immediate family (except those who are students. However, documents must be submitted for spouses, even if they are students).**  
**If students receive financial support from persons outside their family, they need to submit documents for each of these persons (financial supporters) as well.**
- 〈In case a student's family or financial supporters live in Japan〉 Students should submit a copy of documents that certify income for 2010, such as a withholding tax slip, final return, or a proof of income.
- 〈In case a student's family or financial supporters live outside of Japan〉 Students should submit a copy of documents that certify the latest income. An English or Japanese translation must be attached to documents written in other languages. Students can also write English or Japanese translations directly onto the documents (the name of the document, year, amount of income, income period, name of the recipient and date of issue must be translated).
- In the case of significant changes to the financial condition of a financial supporter (inside or outside the student's family), a lack of income, or any special circumstances (such as receiving child support due to the divorce of parents, or the non-delivery of official documents), then the student must submit details of this in a "Situation of Financial Supporter Form" (prescribed form) filled out by the supporter. (This form can be downloaded from the International Center's website or made by the student or supporter. An English or Japanese translation must be attached to documents written in other languages. If the form is made by the student or supporter, it must be signed by the supporter and include all the information required on the prescribed form).

• C①: Copy of Student's Certificate of Alien Registration (both sides)

- The latest status of residence and expiration date must be indicated.
- Make photo copies of both sides of the Certificate of Alien Registration on one sheet of A4 size paper.
- The student's ID Number, department/faculty/graduate school, and name should be written on the sheet.
- A copy of a Certificate of Registered Matters can be submitted instead of a copy of the Certificate of Alien Registration.
- In case the status of residence is not "College Student", students must submit a "Confirmation of Change of Status of Residence" (prescribed form, can be downloaded from the International Center's website). For scholarships applied for through the International Center, a status of residence of "College Student" is a requirement. Students should submit a copy of their Certificate of Alien Registration or a copy of their Certificate of Registered Matters as soon as they are granted the status of "College Student".



• C②: International Student Scholarship Evaluation: Evaluation Status (Prescribed form)

- This form is for students to declare either that they have already asked their academic advisor to fill in the "International Student Scholarship Evaluation Form", or that they will ask.
- New students at Keio are not required to submit the "International Student Scholarship Evaluation Form" nor this "Evaluation Status" form in their first semester. However, they should have the evaluation ready for the next semester.

• C③: Calculation Sheet for Assessment Point Average (Prescribed form)

- Only new postgraduate students need to submit this form.
- The calculation method is written on the "Calculation Sheet for Assessment Point Average".

#### 4. How to submit

Prepare and submit 2 sets of the required documents (1 "original" set made up from the original "Scholarship Initial Registration Form", originals of B① and B②, and copies of B③ to B⑤. 1 "copy" set made up from copies of all these documents). Each set of documents must be arranged in order and stapled at the upper left corner.

#### ◆ Important Notice ◆

- Students must make sure their application is complete before submitting the documents. Please be aware that any omissions or mistakes in the "Scholarship Initial Registration Form" and other required documents will count against students when used for scholarship screening.
- The complete set of documents will form the basis of scholarship screening. Students should make a photo copy of all the submitted documents for themselves. Students are requested to inform the Office of Student Services on Mita Campus, or the corresponding office on their campus if other than Mita, of any changes or updated information.