

# Documents Required for Scholarship Application Registration 2019 (Explanation for Students)

January 2019

The “Scholarship Application Registration Form” is the main document used when screening privately-financed international students for scholarships or student housing. Students who wish to apply for scholarships provided to privately-financed international students through Keio University are required to submit the “Scholarship Application Registration Form” along with the documents listed below at the beginning of a new academic year.

Students who have already registered must **resubmit** some documents at the beginning of Fall Semester 2019 if they wish to apply for scholarships in Fall Semester 2019.

## Important Notes:

- The “Scholarship Application Registration Form” is 4 pages long (No.1 – No.4). You may also fill out the form directly in Excel.
- Documents to certify the income of the student’s parents and financial supporters must be submitted.
- When students ask their academic advisor to fill in the “International Student Scholarship Evaluation Form”, students should submit a copy of their grade report (*gakugyo seiseki-hyo*) along with the evaluation form. Additionally, undergraduates should also submit a “Study & Activity Plan” while postgraduates should submit their “Research Plan & List of Academic Accomplishments”.

Please read the following instructions carefully and prepare the documents as far in advance as possible. Please do not hesitate to contact us if you have any questions or require any further information.

## Please Note

Submitting the “Scholarship Application Registration Form” and other required documents **does not substitute a scholarship application, nor does it mean** students have automatically applied for scholarships.

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

The “Scholarship Application Registration Form” and required documents are available to download from the International Center 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>):  
“For International Students” -> “Scholarships -> “How to Apply”

## 1. Documents to be submitted

A. Scholarship Application Registration Form: 4 pages (No.1 – No.4) ( <i>Shogakukin Jukyu Kibou Chosa-sho</i> ) (Prescribed form)	2 sets (1 original, 1 copy)
Other required documents:	
B(1) Study & Activity Plan (Undergraduates)/Research Plan & Academic Accomplishments (Postgraduates) (Prescribed forms)	2 sets (1 original, 1 copy)
B(2) Essay for Scholarship Application Registration (Prescribed form)	2 sets (1 original, 1 copy)
B(3) Records of Academic Achievement (e.g., academic transcripts, etc.)	2 sets (2 copies)
B(4) Documents to certify the student's income from part-time employment	2 sets (2 copies)
B(5) Documents to certify the income of the student's family and financial supporters	2 sets (2 copies)
C(1) Copy of Residence Card (both sides)	2 copies (*Status of residence and expiration date must be indicated)
Confirmation of Change of Status of Residence Form *Only if student's status of residence is not "Student"	2 sets (1 original, 1 copy)
C(2) Status of International Student Scholarship Evaluation (Prescribed form)	2 sets (1 original, 1 copy)
C(3) Calculation Sheet for Assessment Point Average (Prescribed form) *Only new postgraduate students need to submit this form	2 sets (1 original, 1 copy)

## 2. Before submitting your application: Request an academic advisor to fill out the "International Student Scholarship Evaluation Form"

**\*Students newly entering Keio don't need to submit this document in their first semester.**

When screening for scholarships is held, both the "Scholarship Application Registration Form," which is 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 (no later than one week prior to the date of submission)**.

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. **Please don't ask multiple advisors simultaneously.**

- The documents students need to hand to their academic advisors are as follows:
  1. “International Student Scholarship Evaluation Form”  
(Prescribed form downloadable from the International Center’s website)
  2. “Request for Submittal of International Student Scholarship Evaluation Form”  
(Prescribed form downloadable from the International Center’s website)
  3. Attached Document B①: “Research Plan & Academic Accomplishments” (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 Application 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. Instructions on Filling out Your Registration

\*Students should refer to the following instructions and **the sample Scholarship Application Registration Form when** preparing the “Scholarship Application Registration Form” and other required documents, which are **downloadable from the International Center’s website:**  
<http://www.ic.keio.ac.jp/en/life/scholarship/application.html>.

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

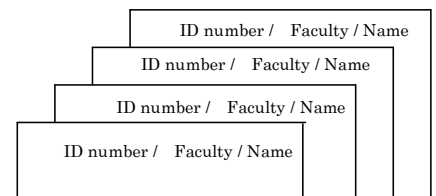
#### The student registering must:

- Fill in the form carefully and accurately.
  - Students can input their data directly into the Excel file and submit it as a hard copy.
  - If students fill the form in by hand they should use a fountain or ballpoint pen in black or blue ink.
- Attach an ID photo in the space provided.
  - A copy of 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.
- Write Japanese characters in the regular script, alphabet in block print, and numbers in Arabic numerals.
- Complete every part of the form.
  - Fill in blank cells with “N/A” and do not leave any spaces blank.
- Include personal contact information and contact information of a close friend or acquaintance.
  - 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 regarding a scholarship application deadline. Please include a contact number, such as a mobile phone number, where you can be reached in times of urgency.

- 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.
- Indicate their language ability.
  - The categories for language ability (p. 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.  
 Poor: You have difficulty communicating in daily situations in this language.
- Indicate income earned
  - Students who earn income by working part-time (p. 2) need to submit a document which certifies their income.
  - See “B(4): Documents to certify the student’s income from part-time employment” below.
- Indicate parents’ and supporters’ income.
  - Students need to submit a document which certifies the income of their parents and financial supporters for 2017 (p.3).
  - See “B(5): Documents to certify the income of the student’s parents and financial supporters” below.

• Notes on Other Required Documents

- All documents 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 already have this information on it.



• B(1): Research Plan & Academic Accomplishments / Study & Activity Plan (Prescribed form)

- “Research Plan & Academic Accomplishments” is for graduate 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: 500 words/page, 1 page of A4

• B(2): Essay for Scholarship Application Registration (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).

• B(3): Records of Academic Achievement

- Students who were enrolled at Keio in 2018 academic year 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 of 2017 academic year. 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. An Academic Transcript (*seiseki shomeisho*) or Grade Report (*gakugyo seiseki-hyo*) printed out from the Keio Web System will not be accepted for submission. 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 with a pen.

- New graduate 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 Assessing Grade Point Average” (prescribed form, see C(3)).
- 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).
- For new undergraduate students who have been admitted to Shonan Fujisawa Campus through self-recommended admission (*AO nyushi* in Japanese), only a copy of their academic transcript (or a copy of the University Entrance Qualification Examination [daigaku nyugaku shikaku kentei]) must be submitted. If a student has taken the Examination for Japanese University Admission for International Students or a national unified examination required by their country for admission into university, please submit a copy of a document which lists the student's scores as a reference material.

• B(4): Documents to certify the student’s income by working part-time

- Students who have stated in the “Monthly Income” section of the “Scholarship Application Registration Form” (p. 2) that they receive income from part-time employment must submit documents certifying this income.
- Students who have documents that clarify 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 working part-time but have reported received income by working part-time should submit a copy of their most recent pay statement and withholding record of employment income (*gensen choshu-hyo*).
- If students accept compensation for work such as private tutoring or research assistance, the certification of this as part-time work is also required.
- **Submit the following documents after reading their descriptions carefully:**

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</li> </ul>
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	statement for each job.
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 record of employment income ( <i>gensen choshu-hyo</i> )	<ul style="list-style-type: none"> <li>• A copy or the original of the withholding tax slip for income in 2018. (It should be issued from the employer around January 2019).</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>
Confirmation of Employment Form (Prescribed form, can be downloaded from the 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>

• B(5): Documents to certify the income of the student’s parents and financial supporters

- **Students must attach a copy of documents which certify the income of their parents and any other financial supporters in 2018.**

**Students need to submit documents for all of their supporters, including their parents. However, students do not need to submit documents for family members (except spouses) who are students.**

- 1) **If a student’s parents or financial supporters live in Japan:** Students should submit a copy of documents that certify income in 2018, such as a withholding record of employment income, final return, or a proof of income.
- 2) **If a student’s family or financial supporters live outside of Japan:** Students should submit a copy of documents that certify the income in 2018. 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).

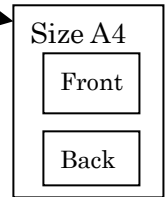
\*If you have any further questions, please contact the Scholarships & Financial Aid Group in the Office of Student Services or the appropriate office on each campus.

- If the financial condition of financial supporters has significantly changed or if students can’t prepare a proof of earnings of their financial supporters (because of a lack of income, the divorce of parents, an inability to submit official documents at the time of registration, or other reasons), students must prepare proof of income in 2017 issued on or after March 1, 2018, in addition to a “Financial Supporter Report” (prescribed form), filled out by the supporter explaining the details of their financial situation in 2018. (This form can be downloaded from the International Center website. 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).

• C(1): Copy of the Residence Card (both sides)

\*Resident status and expiration date must be clearly indicated.

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



• C(2): Status of International Student Scholarship Evaluation (Prescribed form)

**\*Students who newly entered Keio in Spring Semester 2019 don't need to submit this document**

- 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 “Status of International Student Scholarship Evaluation” form in their first semester. However, they should have the evaluation ready for the next semester.

• C(3): Calculation Sheet for Assessment Point Average (Prescribed form)

**\*Only students who newly entered Keio Graduate School in Spring Semester 2019 must submit the document**

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

#### 4. Method of Submission

Prepare and submit 2 sets of the required documents (1 “original” set made up from the original “Scholarship Application Registration Form”, originals of B(1) and B(2), and copies of B(3) to B(5), copy of C(1), and Originals of C(2) and C(3). 1 “copy” set made up from copies of all these documents). Each set of documents must be arranged in order and secured with a paper clip at the upper left corner. (DO NOT STAPLE)

#### ◆ 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 Application 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.