

* **For students:** Please hand this letter to your academic advisor along with “Scholarship Application Registration Form”, your “Research Plan & Academic Accomplishments” (for graduates) or “Study & Activity Plan” (for undergraduates), and a copy of your Grade Report (gakugyo seiseki hyo.).

July, 2021 International Center

Dear Academic Advisors,

Request for Submission of “INTERNATIONAL STUDENT SCHOLARSHIP EVALUATION SHEET”

This letter is to kindly request that you complete the “INTERNATIONAL STUDENT SCHOLARSHIP EVALUATION SHEET” for your student, who hopes to apply for scholarships for international students that needs International Center nomination. Scholarships on-campus screening will be based on such conditions as academic performance and aptitude. As a part of this processes, we would like to ask academic advisors to evaluate your students, so that we are able to appropriately evaluate the applicant for nomination. The evaluation sheet is not submitted to the Scholarship Foundation, so please give us your frank opinions and inputs.

As for your completing the sheet’s section 1 (Academic Performance) and section 3 Quality of Study (Research) Plan, please refer to “Scholarship Application Registration Form”, “Research Plan & Academic Accomplishments” (for postgraduates) or “Study & Activity Plan” (for undergraduates), and a copy of your Grade Report (gakugyo seiseki hyo). **These items should be prepared and brought to you from your student.**

Please submit the sheet (electronic file) as follows by **September 26 (Sun.), 2021. (Due NLT)**

How to Download Prescribed Evaluation Sheet

Please access International Center Website and download the prescribed format:

http://www.ic.keio.ac.jp/intl_student/scholarship/keio_student.html .

It can also be accessed from the website www.ic.keio.ac.jp/en/ .

1. In the drop down menu, for International Students on the top of the page, click on Scholarships
2. Click How to Apply in the index on your left.
3. Click on “INTERNATIONAL STUDENT SCHOLARSHIP EVALUATION FORM” to download.

Where to Submit Please submit the evaluation sheet **from online form linked in table below.**

For the file name, please input the student's "student ID number, faculty /graduate school, year".

(As announced by the Digital Administration Office, please cooperate with termination of email attachments.)

Submit to

Your student's campus	Submit to: (Each contact information is posted on the link)
Mita Campus	https://keio.box.com/v/2021f-mita-evlt
Hiyoshi Campus (undergraduate)	https://keio.box.com/v/2021f-hiyoshi-evlt
Hiyoshi Campus (KBS, SDM, KMD)	https://keio.box.com/v/2021f-hiyoshigrads-evlt
Yagami Campus	https://keio.box.com/v/2021f-yagami-evlt
Shinanomachi Campus	https://keio.box.com/v/2021f-shinanomachi-evlt
Shonan-Fujisawa Campus	https://keio.box.com/v/2021f-sfc-evlt
Shiba-Kyoritsu Campus	https://keio.box.com/v/2021f-shiba-evlt

If you have any concerns, please let us know. Thank you for your cooperation.

<Main Contact for International Student Scholarships>

Office of Student Services, Mita Campus

PHONE : 03-5427-1610 (EX:22460)