

Guideline for Scholarship Application Registration for Fall 2021

As of July, 2021

“Scholarship Application Registration Form” is main document used when screening privately-financed international students for scholarships or student housing. Students who plan to apply for scholarships provided to privately-financed international students through Keio University are required to submit it. If you have any concerns, please contact the Scholarship office at your campus.

Students who have registered in Spring Semester 2021 have to resubmit some documents at the period of a Scholarship Application Registration period for Fall Semester 2021 if they plan to apply for scholarships in Fall Semester 2021. (Some items are exempt from resubmission. For the detail, refer to the "Checklist".)

Important Notes:

- “International Student Scholarship Evaluation Form” by your academic advisor and Certificates for income of the student’s parents (and spouse) and of financial supporters are required to submit and may take time. **Early preparation is strongly recommended.**
- Ask your academic advisor to fill in “International Student Scholarship Evaluation Form” **in advance (no later than one week prior to the date of submission)**. Students newly entering Keio don’t need to submit this in their first semester.
- 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.
- **For applying each scholarship, students need to submit an “application form” respectively.**

1. Preparation

- **Access the International Center Website and download “Checklist” for verifying what documents you need to submit. (Checklist and necessary items vary on your situation like year, enrolled time, and etc.)**

International Center website: <https://www.ic.keio.ac.jp/en/life/scholarship/application.html>

(To access from the website (<https://www.ic.keio.ac.jp/en/index.html>)
“For International Students” -> “Scholarships -> “How to Apply”)

- **Check the “certificate” that needs to be issued, such as income and grades, and proceed with the issuance procedure in advance.**
- Download prescribed format data and fill in them. **For your affiliation (year, etc.), enter the information as of September 2021.**
- **If you need to submit “International Student Scholarship Evaluation Sheet” by your academic advisor, ask your academic advisor according to the next section.**

2. “INTERNATIONAL STUDENT SCHOLARSHIP EVALUATION FORM” BY YOUR ACADEMIC ADVISOR

For scholarship initial registration, both **the SCHOLARSHIP APPLICANT REGISTRATION FORM**, which is filled out and submitted by the student, and **the INTERNATIONAL STUDENT SCHOLARSHIP EVALUATION FORM (hereinafter called as “the Evaluation Sheet”)**, filled out by the student’s academic advisor, are necessary. Students who newly entered Keio in Fall Semester 2021 don’t need to submit the document this time.

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

- The Evaluation Sheet have to 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.

- Documents students need to hand to their academic advisors are as follows:
 1. “Request for Submittal of International Student Scholarship Evaluation Form”
- (Prescribed form downloadable from the International Center’s website)
 2. “A: Scholarship Application Registration Form”
- (Prescribed form, 4 pages (No.1 – No.4) downloadable from the International Center’s website)
 3. “Research Plan & Academic Accomplishments” (for postgraduates) or “Study & Activity Plan” (for undergraduates) (Attachment B(1), prescribed form)
 4. Copy of Grade Report (gakugyo seiseki-hyo, Attachment B(3))
- Students should ask their academic advisors at least one week in advance of the due for submission of the “Scholarship Application Registration Form” and of required documents. It is extremely inconsiderate to ask within only 2-3 days of the due date.
- New students are not required to submit the Evaluation Sheet in their first semester. However, they should prepare the Evaluation Sheet for the next semester.

3. **Necessary Documents**

See “Checklist” (downloadable from International Center Website) and verify what documents you submit.

4. **How to Submit**

Students should integrate all the documents in order (“Checklist”, “A. Scholarship Application Registration Form”, B. (1)-(5), C. (1)) in **ONE PDF file** and upload it on the Google Form of your campus indicated on the International Center website during the application term.

Registration Period	September 17, 2021 (Mon.) - September 26, 2021 (Sun.) STRICT DEADLINE * Registration is possible even on office closing days (Saturday, Sunday, etc.), but please note that questions or inquiries cannot be answered on the closing days.
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- Documents can be uploaded **ONE time**. Please check it again to make sure you have filled in all required fields and gather all necessary documents in **ONE PDF file** before submission. (You can integrate your documents to one PDF file by scanning them at once.)
- Do not submit documents **other than the registration period**.
- Students have to confirm that 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 keep all the original documents at hand for responding to any inquiry.**
- Students should inform any changes or updated information to the Scholarship office at your campus.

5. **Instructions on Filling out Your Registration**

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.

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

Refer to sample. **Students have to:**

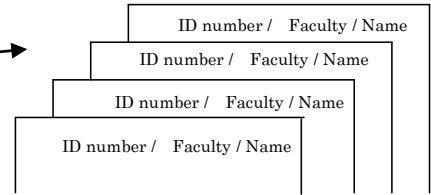
- Fill in the form carefully and accurately **by yourself**. You can input their data directly into the Excel file.
 - For signature, you can use image-paste of your hand-written signature.
 - If students fill the form in by hand, they should use a fountain or ballpoint pen in black or blue ink.
- Attach an ID photo in the space provided.
 - A copy of ID photo or an image pasted in the Excel file is acceptable.
- Fill in the form in either Japanese or English.
 - If the form is filled in English, it may be considered in internal selection for scholarships which require Japanese skills. 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 have to inform the Scholarship section at your campus.
 - Sometimes students have to 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 have to 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 (Application 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.
 - Poor: You have difficulty communicating in daily situations in this language.
- Income earned (Registration-form No.2)
 - Students who earn income by working part-time need to submit a document which certifies their income. See “B. (4): Documents to certify the student’s income from part-time employment” in this Guideline.
 - For “Allowance” section, don’t include tuition assistance from your parents or guarantor. If your parents/guarantor pays or assists your housing rent, include the amount in the allowance.
 - For scholarship, please fill in what determined to receive. “Reservation Notice for Monbukagakusho Honors Scholarship for Privately-Financed International Students” is not a finalized acceptance notice, so don’t fill in the Scholarship section with reservation of Honors Scholarship.
- Outcome (Registration-form No.2)
 - Please **include the management fee and common service fee in the “monthly rent burden”**. (Monthly rent and monthly rent burden may differ due to room sharing, etc.)
- Financial Support (Registration-form No.3)
 - attach the documents certifying the income of **2020** for the family and all non-family supporters entered in <Financial Support > of the Registration-form No. 3. (You will need the income proof for your family, which you filled out in your financial support situation.) Refer to B (5) section of this Guideline.

➤ Family members. (Registration-form No.3)

- If you have siblings, please enter (fill in) "1. Family". If you have a spouse, in principle, only your spouse should fill in, but if you have a spouse and you are receiving financial support from your parents, you need to fill in your parents in addition to your spouse.

• Notes on Other Required Documents

- All documents should 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 input their data into the downloaded Word file, 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), or fill out the form by hand.
- Form specifications: 500 words/page, 1 page of A4

• B(2): Essay for Scholarship Application Registration (Prescribed form)

- Students may input their data into the downloaded Word file, 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), or fill out the form by hand.

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• B(3): Records of Academic Achievement

- Students who were enrolled at Keio in Spring Semester 2021 have to submit either one; a copy of Grade Report on the website, or a Transcript of Academic Record (*seiseki shomeisho*). This have to be the latest report and include grades of **2021 Spring**. Students who do not receive a Grade Report until their program is completed, like doctoral students of the Graduate School of Science and Technology, do not need to submit a report.
- New graduate students enrolled in Fall Semester 2021 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 have to include not only academic records, but also the academic evaluation method. “Calculation Sheet for Assessing Grade Point Average” (prescribed form) is required to submit as well. (Calculation method is described in the form.)
- New undergraduate students enrolled in Fall Semester 2021 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) in Fall Semester 2021, only a copy of their academic transcript (or a copy of the University Entrance Qualification Examination [daigaku nyugaku shikaku kentei]) have to 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

For new students enrolling in September, only those have already decided to work part-time from September or who have come to Japan early to start part-time work are needed to submit. (Most new students enrolling in September do not need to submit.)

- 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 have to 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” (Prescribed form, can be downloaded from the International Center’s website).
- Students who are not currently working part-time but received income **in the last year** 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 language teaching, translation, 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"> • A copy of the latest pay statement issued by the student's place of work. • The name of this document may vary depending on the place of work. • Students who have several part-time jobs should submit a copy of the latest pay statement for each job.
Employment contract	<ul style="list-style-type: none"> • A copy of the student's employment contract, made with the employer at the beginning of part-time employment. • Students who have several part-time jobs should submit a copy of the employment contract for each job.
Withholding record of employment income (<i>gensen choshu-hyo</i>)	<ul style="list-style-type: none"> • A copy or the original of the withholding tax slip for income in 2020. (It should be issued from the employer around January 2021). • Students who do not have this document should ask their employer for it. • Students who have several part-time jobs should submit a copy or the original of this document for each job.
Confirmation of Employment Form (Prescribed form, can be downloaded from the International Center's website)	<ul style="list-style-type: none"> • Students who are unable to prepare any official documents for their part-time work (such as private tutoring) should use this form. • Students who have official documents may submit this form instead of the official documents. • The signature and seal of the employer are required on this form.

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

- **Students have to attach the documents certifying the income of 2020 for the family and all non-family supporters entered in <Financial Support > of the Registration-form No. 3.**
- **If your parent(s) (or/and spouse) do(es) not have income, states it in the Financial Situation Report (prescribed form). Students do not need to submit documents for family members (except spouses) who are students. (If your spouse is a student, you need to submit a "Financial Situation report" for spouse.)**
- **If you have a spouse and you receive financial support from your parent(s), the document of both your spouse and parent(s) are required to be submitted. You will also fill in your parent(s) information on "1. Family member" of the No.3 of "Scholarship Application Registration Form."**

For your information : About submission of income certificate

	(A) You don't have a spouse	(B) You have a spouse and NO financial support from your parent(s)	(B) You have a spouse and financial support from your parent(s)
Parent(s)	Required for family member(s) (Even with no income, Financial Situation Report is needed.)	N/A	Required for financial supporter(s)
Spouse	N/A	Required	Required (Even with no income, Financial Situation Report is needed.)
Siblings	Required if financially support	Required if financially support	Required if financially support
Guarantor	Required for all members	Required for all members	Required for all members

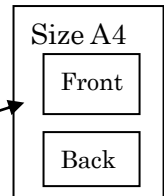
***Income certificates is required for all members written in “financial support” of Registration-form No.3.**

(You need to fill in the Financial Support with members who support you financially.)

Before submitting, please be sure to check that you have all the income certificates that you have entered (filled in) in your “financial support”.

- 1) **If a student’s parents (or/and spouse) or financial supporters live in Japan:** Students should submit a copy of documents that certify income in **2020**, such as a withholding record of employment income, final return, or a proof of income.
 - 2) **If a student’s parents (or/and spouse) or financial supporters live outside of Japan:** Students should submit a copy of documents that certify the income in **2020**. **An English or Japanese translation have to 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 have to be translated).
- 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 have to prepare proof of income in **2019** issued on or **after March 1, 2020**, in addition to a **“Financial Situation Report” (prescribed form), filled out by the supporter explaining the details of their financial situation in 2020.** (**An English or Japanese translation have to be attached to documents written in other languages.** If the form is made by the student or supporter, it has to be signed by the supporter and include all the information required on the prescribed form).

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



- **The latest status of residence and expiration date** have to 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 Residence Card.
*Resident status and expiration date have to be indicated.
- In case the status of residence is not “Student”, students have to 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”.
- Students who cannot enter Japan by the deadline of the Scholarship Application Registration period are required to submit “Situation of Entering Japan Report” (prescribed form). 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 enter Japan and are granted the status of “Student”.