

*** For students:** Please hand this letter to your academic advisor along with “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.).

January, 2021
International Center

REQUEST FOR SUBMISSION OF ” INTERNATIONAL STUDENT SCHOLARSHIP EVALUATION FORM”

Dear Academic Advisor,

This letter is to kindly request that you complete the **“INTERNATIONAL STUDENT SCHOLARSHIP EVALUATION FORM”** for your student who is currently applying for scholarships for international students, for which the International Center nominates students. We will screen the applicants for the purpose of internal nomination based on the applicant’s academic performance, aptitude, and other criteria. As part of this process, we request that the applicant’s academic advisor completes the evaluation form so that we are able to appropriately evaluate the applicant for nomination. The evaluation form will be used only for the purpose of internal nomination and will not be given to any of the institutions offering scholarships, thus your unreserved opinions and input would be appreciated.

Your student should have submitted to you “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.) with this letter. Please refer to these documents when you fill out sections 1 and 3 (Academic Performance, and Quality of Study (Research) Plan.

We thank you for your time and cooperation.

Please send the completed evaluation form **with password protection** by e-mail as an attachment to the e-mail address below **by Wednesday, March 31, 2021.**

Electronic Format

- If you are returning the evaluation form by email, the downloadable version of the **“INTERNATIONAL STUDENT SCHOLARSHIP EVALUATION FORM”** is available on the International Center website at:

<http://www.ic.keio.ac.jp/en/life/scholarship/application.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.

Mita Campus	scholar-submit@adst.keio.ac.jp
Hiyoshi Campus (undergraduate schools)	ic-hiyoshi@adst.keio.ac.jp
Hiyoshi Campus (KBS, SDM, KMD)	hiyoshi-grads-ic-scholarship@adst.keio.ac.jp
Yagami Campus	ic-yagami@adst.keio.ac.jp
Shinanomachi Campus	gakusei-c.shinanomachi@adst.keio.ac.jp
Shonan-Fujisawa Campus	sl@sfc.keio.ac.jp
Shiba-Kyoritsu Campus	shiba-uketsuke-shogaku@adst.keio.ac.jp

Should you have any questions, please do not hesitate to contact us.

Thank you for your cooperation,

Contact Personnel for International Student Scholarships:

Office of Student Services, Mita Campus

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