

Guideline for Scholarship Application Registration for Spring 2022

As of January, 2022

“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 2022** have to **resubmit** some documents at the Scholarship Application Registration period for **Fall Semester 2022** if they plan to apply for scholarships in **Fall Semester 2022**. (Some items are exempt from resubmission. For the detail, refer to the "Checklist" posted in the end of July, 2022.)

Important Notes:

- “International Student Scholarship Evaluation Form” by your academic advisor and Certificates for income of the student’s parents (and/or 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 Sheet” **in advance (no later than one week prior to the date of submission)**. Students newly entering Keio don’t need to submit the sheet 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. Please download prescribed form from the following website, if necessary.)**

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 April 2022.**
- **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 SHEET” 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 SHEET (hereinafter called as “the Evaluation Sheet”)**, filled out by the student’s academic advisor, are necessary. Students who newly entered Keio in April 2022 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 (in principal, full-time) faculty member of Keio University. Second-year undergraduate students who do not have academic advisors should ask a faculty who can evaluate you through your class or 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. Prescribed forms are available from the International Center Website:
 1. "Request for Submission of International Student Scholarship Evaluation Sheet"
 2. "A: Scholarship Application Registration Form" (Prescribed form, 3 pages (No.1 – No.3))
 3. "Research Plan & Academic Accomplishments" (for graduates) 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 Sheet" 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 linked on the International Center website during the following registration period.

Registration Period	<p>(A) CURRENT students: March 24, 2022 (Thur.) – 11:00 AM on March 31, 2022 (Thur.)</p> <p>* Current students must register no later than 11:00 AM on March 31, 2022.</p> <p>(B) NEW students: April 1, 2022 (Fri.) – 11:00AM on April 8, 2022 (Fri.)</p> <p>* "New students" are those who enrolled Keio in April 2022. Others are "Current students."</p> <p>* 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.</p>
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- Documents can be uploaded **ONE time**. Please 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/data 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, 3 pages (No.1 – No.3))

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. See Samples.

Registration Form No.1

- 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.

Registration Form No.2

- In No. 2 <Monthly Expense/ Financial Resources>, please fill in the information about livelihood in studying in Japan during the following periods. **(If you have not entered to Japan during the period, please fill in assuming that you are studying in Japan. Be sure to check whether the entered amount is the "Actual amount" or the "Estimated amount".**

Current Students	Current students <u>who have ever lived in Japan from October 2021 to March 2022.</u>	Average monthly Actual amount from October 2021 to March 2022.
	Current students <u>who have NOT lived in Japan from October 2021 to March 2022</u> (including students who have never arrived in Japan or who have left from Japan temporarily.)	Estimated amount from April 2022.
New Students	New students enrolled in April 2022	Estimated amount from April 2022.

➤ Financial Support

- Please attach the documents certifying the income of **2021** for the family and all non-family supporters entered in <Financial Support >. You will need the income proof for your family, which you filled out in the <Financial Support>. For details, refer to B (5) section of this Guideline.
- For Family members, If you have siblings who make a living independently, you are NOT necessary to fill them in the "1. Family Member", unless you have any financial support from them. If you have a spouse, in principle, only your spouse should be filled 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.

➤ Monthly Expense

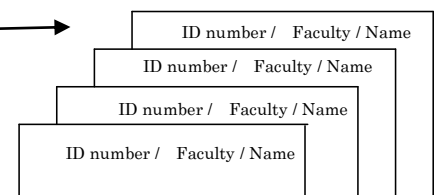
- **Include the management and common service fee in the "monthly rent burden".** (Monthly rent and rent burden may differ due to room sharing, etc.) "9. Tuition" will be automatically input when you select your faculty/ grad. school in <Tuition at Keio University>. Balance the amount so that total amount of expense and financial resources are matched. Include **utility, cell-phone, and internet costs** in "Other Expenses".

➤ Monthly Financial Resources

- 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. (Although new students enter estimated amount for living in Japan after April 2022, but even if you are willing to make a living from a part-time job, you cannot enter the estimated income amount unless you have secured an employer and attached any income certificates at the registration.)
- For "Allowance" section, please separate the Allowance amount for living cost and tuition. If the rent is paid by your financial supporter(s), the rent is included in "Allowance <A. Living Cost>". If the tuition is paid by your financial supporter(s), the amount will be included in "Allowance <B. Tuition>". If you bear the tuition by yourself, please include your burden for the tuition in the items that will be the resource for the tuition, such as part-time job, loan, and saving deposit.
- For scholarship, please fill in what to receive surely. "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.

• 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, excluding the items from A. to B (3).



• 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.

• B(3): Records of Academic Achievement

- Students who were enrolled at Keio in Fall 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 Fall**. 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 Spring Semester 2022 need to submit (scanned) data of 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 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 Spring Semester 2022 need to submit by data academic transcript (*seiseki shomeisho*) from their high school (or their results from a high school equivalence test) and their results in the Examination for Japanese University Admission for International Students (or their results from the examinations or grading system required for entrance into university in their home country). For students who have attended university, academic transcript (*seiseki shomeisho*) from the university they attended 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 Spring Semester 2022, only academic transcript from high school (or from the University Entrance Qualification Examination [daigaku nyugaku shikaku kentei]) has to be submitted. If you have 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 document which shows 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 April, only those have already decided to work part-time from April or who have come to Japan early to start part-time work are needed to submit. (Most new students enrolling in April do not need to submit.)

- Students who have stated in the “Monthly Financial Resources” section of the “Scholarship Application Registration Form” (p. 2) that they receive income from part-time employment have to submit documents certifying the income.
- If you receive any income from work such as private language teachers, translation work, salary income of researchers, etc., certificates for them are also required.
- Students who are not currently working but received income from work **from October 2021 to March 2022** should submit certificates.

(Go to the next page.)

➤ **Submit the following documents after reading their descriptions carefully:**

Income Certificates	
(A) Employment contract	<ul style="list-style-type: none"> • Basically, please submit your receipt of Employment Contract as a certificate <u>that clearly states your working details such as employer, hourly wage, working hours, contract period, etc.</u> by scanned data. Your receipt of Employment Contract has been made with the employer at the beginning of part-time employment, in general. • Students who have several part-time jobs should submit the employment contract for each job.
<p>If you cannot submit (A) employment contract, please submit one of the following (B) to (D) and certify <u>your working details such as employee, hourly wage, working hours, contract period, etc.</u> If the certificates (B) to (D) do not fully explain the above, please write the required information in the margin by yourself.</p>	
(B) Withholding record of employment income (<i>gensen choshu-hyo</i>)	<ul style="list-style-type: none"> • Withholding tax slip for 2021 salary income is generally issued by the employer around January 2022. • Students who do not have the record slip should ask their employer for it. • Students who have several part-time jobs should submit the record slip for each job.
(C) 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.
(D) 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. • Signature and seal of the employer are required on this form.

(Go to the next page.)

• 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 2021 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

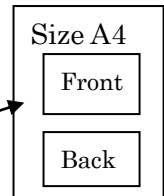
***Income certificates is required for all members written in “financial support” of Registration-form No.3.**

(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 **2021**, 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 **2021**. 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 2020 issued on or after March 1, 2021, in addition to a **“Financial Situation Report” (prescribed form), filled out by the supporter explaining the details of their financial situation in 2021.** (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”.