

# Instructions for the AY 2025 Spring Scholarship Registration Form (Shogakukin Jyukyu Kibou Chosa-sho)

January 2025

## \*Important\*

- The “Scholarship Registration Form” is the main document used in the screening process for scholarships and housing for privately-financed international students. Any international students hoping to qualify for scholarships MUST submit this form. Even minor mistakes or omissions, such as missing or incomplete attachments, will be disadvantages on the selection process. Respond promptly to inquiries from the university regarding incomplete or missing registration materials. **Students who registered in the 2025 Spring Semester must resubmit some documents** during the registration period for the 2025 Fall Semester **if they plan to apply for scholarships in Fall Semester 2025.** (Some items are exempt from resubmission. For the detail, refer to the “Checklist” of AY 2025 Fall registration posted in the end of July, 2025.)
- ONLY submitting the “Scholarship Registration Form” does NOT qualify you for all relevant scholarships/financial aid. Scholarship opportunities will be posted on the page for “Scholarships Now Available.” It is up to the student to check the criteria for each scholarship and apply individually.
- All information regarding scholarship registration, including the designated formats, contact information by campus, and relevant Google Forms, is posted on the International Center website under “How to apply.” URL: <https://www.ic.keio.ac.jp/en/life/scholarship/application.html>
- As some forms for the registration may take some time to prepare, **please begin to gather necessary documents well in advance** of the deadline. **This particularly applies when asking a faculty member to fill out an “International Student Scholarship Evaluation Form” and when getting documentation to certify your family’s income or other sources of financial support.**
- Give faculty members at *least* one week’s notice to complete the **International Student Scholarship Evaluation Form.** (New students who are beginning their first semester at Keio University are not required to submit this form.)
- **Once you have completed submission via the Google form, you will receive an acceptance completion email automatically sent to your keio.jp email address. Please be sure to check your inbox or junk email inbox for the completion email.**

## Steps for gathering registration documents:

1. Look at the checklist to see which documents are required and download all designated forms. **Check which official certification you will need to submit (証明書/Shomeisho) and start to file paperwork to issue these certificates so that Keio can confirm your income, grades, etc.** (Depending on your academic affiliation status—current undergraduate/graduate student, new undergraduate/graduate student—the formats for these certificates may differ. Current students are those who enrolled before September 2024, and New students are those who enroll in April 2025.)
2. **All Current students should ask their chosen faculty member to fill out an “International Student Scholarship Evaluation Form” at least one week before the deadline.**

*\*If you already turned in this evaluation form during the Spring Semester, you do not need to resubmit it for the Fall Semester.*

### **Request that a faculty member fill out the “International Student Scholarship Evaluation Form”**

**(Not required for new students enrolling as of April 2025.)**

In order for your Scholarship Registration to be deemed complete, the *student* must submit the “Scholarship Registration Form (Shogakukin Jyukyu Kibou Chosa-sho)” and all its accompanying documentation and a *faculty member* must submit an “International Student Scholarship Evaluation Form.”

The *student* is responsible for asking a faculty to fill out the International Student Scholarship Evaluation Form. Please ensure to follow the below protocol in order to respect the time and energy of your faculty member.

The faculty member must be working at Keio University (normally a full-time academic staff member). If you do not have a direct academic advisor, you may ask a professor from a course you are enrolled in or your affiliated undergraduate faculty’s chief academic advisor.

To make the request, send the following documents to that faculty member. (The prescribed forms can be downloaded from the International Center website)

- 1. “Request for Submission of International Student Scholarship Evaluation Form” (Prescribed form)
- 2. A: Scholarship Registration Form (No.1 - No.2 of the Designated Form. 2 pages in total)
- 3. Undergraduate students must submit a “Study & Activity Plan” while Graduate Students should submit their “Research Plan & List of Academic Achievements” (Prescribed form, file attachment B. (1))
- 4. Copy of grade certificate (file attachment B. (3))

Please send the faculty member your request at least one week before the document submission deadline. It is unacceptable to ask a faculty member to complete this form in 2-3 days. Respect their time and busy schedules. We also ask that you avoid asking multiple faculty members for this form at the same time.

3. **Compile your Scholarship Registration Form and accompanying documentation in the *same order as the checklist*. Upload it as a single PDF file to your campus's Google Form before the deadline.**  
(Submissions will not be accepted after the deadline passes.)

Registration Period	<p><b>Current Students: March 17 (Mon.) — 11:00 a.m., March 24 (Mon.) 2025 *Deadline is <u>final</u>*</b></p> <p><b>New Students: April 1 (Tue.) — 11:00a.m., April 8 (Tue.), 2025 *Deadline is <u>final</u>*</b></p> <p><b>*"New Students" refers to those who are enrolling at Keio University beginning in April 2025.</b></p> <p><b>All others are "Current Students."</b></p> <p><b>*While it is possible to complete your registration using the dedicated Google Form on days when the office is closed (weekends and holidays), we will be unable to respond to questions at those times.</b></p>
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- Make sure to **scan or use a similar method to compile your registration into a single PDF**. Documents should be in the same order as provided on the official checklist.
  - There are "Checkbox" and "Items to confirm" cells in the checklist. Use the pull-down menu to select the "✓" or "N/A" in them to mark your understanding/completion. Failure to check all boxes marked "Incomplete", or failure to actually complete or submit items marked with a "✓" will result in your registration being considered incomplete. Be careful, as even minor mistakes or omissions will be disadvantages on the selection process.
  - You may only upload your file once. Please check for omissions, missing documents, and other mistakes BEFORE submitting your registration.
  - **Keep the hardcopies of your submitted documents so that you can provide them immediately upon inquiry.**
  - Please contact the scholarship coordinator at your affiliated campus immediately if any changes occur that alter the contents of your registration.
4. **If your registration is found to be incomplete or contain an error, you will receive a notice via the K-Support system or in your keio.jp inbox from the scholarship/financial aid coordinator.** Check your K-Support and keio.jp email frequently. If you are contacted about correcting or completing a registration, respond as soon as possible.

#### How to Fill out Forms:

- **Windows is preferable to Mac for completing the prescribed formats. Using the examples and instructions, students should enter the information accurately into the Excel file themselves. Please do not change the Excel print range settings.** You may insert a digital image of your signature or ID photograph in lieu of affixing a physical signature or photograph. Only if you find it impossible to enter the necessary information on a computer should you resort to hand-written entries. In such cases, use a black or blue ballpoint pen and be sure to write **legibly**.
- **Registrations may be written in English or Japanese. However, because some scholarships have "Ability to Communicate in Japanese" as a screening criterion for the scholarship foundations, we recommend that you fill out the forms in Japanese.**
- **Complete as many of the items on the Scholarship Registration Form as possible. Enter "None" for items that do not apply.**

#### A. "Scholarship Registration Form (Shogakukin Jyukyu Kibou Chosa-sho)" No.1

- Please contact the office at your campus if your current address changes as it will be used to contact you. Please be sure to enter your cell phone number or other contact information so that the scholarship foundations can get in touch with you for urgent or regular updates.  
For your emergency contact in Japan, please enter the contact information of an acquaintance in Japan who you contact on a regular basis, such as a friend of a classmate. New students and current students who have not yet arrived in Japan, do not have acquaintances in Japan, and are unable to fill out this section of the form will be allowed to complete their registration. In such cases, make sure to put a checkmark of "N/A" in that section.
- Enter your educational and work background beginning with high school graduation and be sure to leave no gaps. Part-time work is NOT considered "employment history." Temporary leaves of absence from school or study abroad experiences may also be entered as per the reference.
- Language Proficiency: "Excellent" - No issues in classwork or research, "Good" - Ability to read and write, "Fair" - Ability to have basic conversations.

A. "Scholarship Registration Form (*Shogakukin Jyukyu Kibou Chosa-sho*)" No.2

- Check the box for whether the amount you entered is an "**actual amount**" or an "**estimated amount**" depending on whether you were/will be living in Japan for the period in question or not.

Current Students	Students who <b>did</b> live in Japan from October 2024 to March 2025	Average monthly "actual amount" for <u>October 2024 to March 2025</u>
	Current students who <b>did</b> live in Japan from October 2024 to March 2025, but whose financial situation will change drastically from April 2025 due to a sudden change in circumstances (★)	<u>"Estimated amount"</u> <u>from April 2025</u>
	Current students who <b>did not</b> live in Japan from October 2024 to March 2025. (Select the reasons for staying outside of Japan such as studying abroad, military service, and leave of absence.)	<u>"Estimated income"</u> <u>from April 2025</u>
New Students	New students enrolling as of April 2025	<u>"Estimated income"</u> <u>from April 2025</u>

★Current students who enter "estimated amount" due to a sudden change in financial circumstances must **attach documentation proving this sudden change**. If you cannot supply official documentation for this change, please fill out a "Financial Situation Report."

e.g. A person providing financial support is losing their job → "Certificate of Resignation"

You resigned from a part-time job and no longer have that form of income → An income statement that shows the end of your employment period (if your last date of employment is not indicated on the form, write the date in the margin to show when you resigned.)

- **For the "Financial Support" section of the No.2 Registration Form, fill out information about family/non-family members who are providing financial aid. You can confirm how to identify relevant parties using the reference chart on the next page. All family/non-family listed as providing support (allowances) will need to provide proof of income for 2024.** (Some exceptions apply. See the chart on the next page and page 7 for details.)  
For those with a spouse, this normally only involves entering a spouse's information. However, if a student is married and ALSO receiving financial support from their parents or a similar source, they still must list these sources in addition to their spouse.

### The "1. Family Member" section of the No.2 Registration Form

- **The "Expenses" section of the No.2 Registration Form**

- Include the building management fee and common-area fee when calculating your individual "Monthly Rent." Enter the full monthly rent on the lease before splitting with a roommate, if applicable. **Even if you have someone else paying your rent on your behalf, you must still enter in the portion of the monthly rent that they pay.**
- The university will allow current students to file their registration under "actual amount" even if they have plans to move to a new address. In this case, the student should enter the expected price of the new residence, its size, the name of building, etc.. This is on the condition that they officially report their new address to Keio University via the K-Support system (Menu>"Applications">"Confirmation/Change of Address (for Students/Guarantor)") immediately after moving.
- **Utilities, Internet, and Phone bills should be reported under "other expenses."**

- **The "2. Financial Resources" section of the No.2 Registration Form**

- This section is where you enter what income streams you plan to use to pay for your declared living expenses (non-tuition related) and tuition fees. Enter the same amount in the yellow highlighted cells (living expenses) for expenses and financial resources. Likewise, enter the same amount for the blue highlighted cells (tuition).
- If your rent is covered by one of your financial supporters, enter it under "Allowance: A. Living Expenses."
- **If you enter a part-time job as income, you must verify it by attaching documentation.** An exception to this rule will be made only for **new students enrolling in September 2025 or current students entering estimated amount**. If such students have plans to earn income through a part-time job in Japan, they can enter this amount as a "Planned part-time job" even if they do not yet have documentation. (If you have secured employment prior to arriving in Japan and can provide documentation for said work, please do so.) However, the expected job's hourly rate and working hours should be realistic and consistent with your expected income. **RA (Resident Assistant)** does not define regular working hours due to the nature of work, but please self-report the hours engaged in.
- You may only enter in scholarships that you have been **officially** selected to receive during the eligible period of this registration. Only new students who will be enrolling as of September 2025 may enter in expected scholarship amounts IF they have received a "*Reservation Notice for Honors Scholarship for Privately-Financed International Students.*"
- (Doctoral students only) **JST Doctoral Program Student Support Project** is a research grant, but since an amount equivalent to living expenses is provided, project recipients should enter the information in the scholarship.

<Regarding the person to input in the "Financial Support" section of the No. 2 Application Form>

<b>Q1 : Are you married?</b>	
<b>YES</b> Enter information for your spouse in "1. Family Member." If the individual is the financial supporter for your expenses, input a circle (○) under the column for "Financial Supporter." <div>Spouse: Submission of Income Proof (if unemployed/no income, then the Financial Situation Report) is required.</div>	<b>NO</b>
<b>Q2: Are you receiving financial support from either or both of your parents?</b>	
<b>YES</b> Enter information for your parents in "1. Family Member." If the individual(s) is/are the financial supporter(s) for your expenses, input a circle (○) under the column for "Financial Supporter." <div>Both parents: Submission of Income Proof (if unemployed/ no income, then the Financial Situation Report) is required*1. *1: Income-related documents for your parents (whether one or both) who do not make a living with you due to divorce or other circumstances are not required. Please input "death," "separation due to divorce," etc. in the explanation field.</div>	<b>NO</b>
<b>Q3: Are you receiving financial support from any siblings?</b>	
<b>YES</b> Enter information for the sibling(s) providing financial support in "1. Family Member." If the individual(s) is/are the financial supporter(s) for your expenses, input a circle (○) under the column for "Financial Supporter." <div>Sibling(s) providing financial support: Submission of Income Proof (if unemployed/no income, then the Financial Situation Report) is required.</div>	<b>NO</b>
<b>Q4: Do you have any siblings apart from the ones providing financial support?</b>	
<b>YES</b>	<b>NO</b>
<b>Q5: For the siblings who are not providing financial support to you, are they earning their living independently of your parents?</b>	
<b>YES</b> Not required to fill out "1. Family Member." Also not required to submit income-related documents.	<b>NO</b> If you receive financial support from either or both of your parents, enter information for all applicable siblings in "1. Family Member." Not required to submit income-related documents. <div>Siblings who are not financial supporters: Not required to submit an Income Proof or Financial Situation Report.</div>
<b>Q6: Are you making an independent living by yourself without receiving financial support from a spouse, parents, or siblings?</b>	
<b>YES</b> Input information only about yourself in "1. Family Circumstances." Input a circle (○) for yourself under the column for "Financial Supporter." *Important* Do not enter information about your parents or siblings who are not providing financial support. <div>Yourself (if making an independent living by yourself): Submission of Income Proof (if unemployed/no income, then the Financial Situation Report) is required.</div>	<b>NO</b> Yourself: If you have an income, your income proof (if working part-time, then the part-time employment documentation) is required.
<b>Q7: Are you receiving financial support from anyone other than a spouse, your parents, or siblings (for example, grandparents, relatives, friends, etc.)?</b>	
<b>YES</b> Enter information in "2. Financial Sponsor (Other than Family)" and input a circle (○) under the column for "Financial Supporter." <div>Financial Sponsor (Other than Family): Submission of Income Proof (if unemployed/no income, then the Financial Situation Report) is required.</div>	<b>NO</b>
<b>Q8: Do you have children, parents, grandparents, or other relatives, whether living together or separately, for whom you are paying and supporting (in other words, do you have any dependents)?</b>	
<b>YES</b> If you have parents or children that you are supporting (that are your dependents), enter their information in "1. Family Member." Grandparents and relatives you support (that are your dependents) should be entered into "2. Financial Sponsor (Other than Family)." Enter "dependent" in the "Situation for no counted" field. <div>Dependents (children, parents and grandparents that you financially support): Not required to submit an Income Proof or Financial Situation Report. *If necessary, provide an explanation in the financial situation section of the Essay.</div>	<b>NO</b>
This marks the end of the input for the "Financial Support" section. Please prepare and submit the Income Proof (if unemployed/ no income, then the Financial Situation Report) if requested.	

\*Refer to the page 7, for Income Statement.

Essay/ Study and Activity Plan (for Undergraduates)/ Research Plan (for Graduates)

- Write within the specified number of words. If text is cut off even within the number of words, widen the line height.

General note on attaching documents:

- All documents should be submitted as A4 size. (Documents that are not naturally this size should be shrunk or enlarged to fit A4 size when being copied.)

## B. (3) Grade Certificates

<b>Current Students</b>	Submit your most recent grade report (online academic transcript) downloaded <b>after September 5</b> (or <a href="#">other date</a> for some faculty/grad. school), which will reflect your grades for the <b>2025 Spring</b> Semester. <u>Include up to the date listed at the end of the report. In general, a web page can be converted to PDF using print function of your web browser, so please check your browser and conversion method by yourself.</u> <b>Students without grades (e.g. belonging to doctoral course in the Graduate School of Science and Technology and 1st year doctoral course of Graduate School of Pharmaceutical Science, etc.) and students in the Graduate School of Media and Governance/Health Management</b> require to submit <b>the same 3 documents required for new graduate students.</b>																																														
<b>April 2025  New Undergraduate Students</b>		<b>(A) Students admitted through SFC's self-recommended admission (AO nyushi) (including the GIGA program)</b>	<b>(B) Students Admitted through an entrance examination other than the previous section "A"</b>																																												
	(1) Highschool Transcript of Academic Record (or academic transcript from the University Entrance Qualification Examination.)	<b>Essential</b>	<b>Essential</b>																																												
	(2) Results of Examination for Japanese University Admission for International Students (or proof of your results on a home country's national examinations /standardized exams)	Submit it as a reference, if you have.	<b>Essential</b>																																												
	(3) a transcript from another university where you withdrew/graduated	Only if applicable	Only if applicable																																												
<b>April 2025  New Graduate Students</b>	<p>Documents (1)-(3) below are required</p> <p>(1) Calculation Sheet for Assessing Grade Point Average (prescribed format)</p> <p>(2) Transcripts of academic record from undergraduate/graduate schools that you attended prior to entering Keio (*this includes transcripts from other graduate programs before enrolling in Keio such as a doctoral student.)</p> <p>(3) A document that shows <b>how to evaluate (grading scale) the results of your most recent transcript</b> submitted under (2). <u>Use a highlighter or some type of marking to identify the relevant text. If the certificates are written in a language other than Japanese or English, prepare and attach by yourself a Japanese or English translation of the document.</u></p> <div style="display: flex; align-items: flex-start;"> <table border="1" style="margin-right: 20px;"> <caption>Explanation of the Grades</caption> <thead> <tr> <th>100 point-grade</th><th>Grade Point</th><th>Performance</th><th>Letter Grade</th></tr> </thead> <tbody> <tr><td>100</td><td>5.0</td><td>Excellent</td><td>A<sup>+</sup></td></tr> <tr><td>90-99</td><td>4.0-4.99</td><td>Very good</td><td>A<sup>+</sup></td></tr> <tr><td>85-89.9</td><td>3.5-3.99</td><td>Good</td><td>A</td></tr> <tr><td>80-84.9</td><td>3.0-3.49</td><td>More than sufficient</td><td>B<sup>+</sup></td></tr> <tr><td>75-79.9</td><td>2.5-2.99</td><td>Sufficient</td><td>B</td></tr> <tr><td>67-74.9</td><td>1.7-2.49</td><td>Fair</td><td>C</td></tr> <tr><td>60-66.9</td><td>1.0-1.69</td><td>Pass but poor</td><td>D</td></tr> <tr><td>&lt;60</td><td>0</td><td>Fail</td><td>F</td></tr> <tr><td>PASS</td><td colspan="3">Pass this course; the grade does not affect GPA.</td></tr> <tr><td>FAIL</td><td colspan="3">Fail this course; the grade does not affect GPA.</td></tr> </tbody> </table> <div> <p>(Sample)</p> <ul style="list-style-type: none"> <li>➤ If the grading scale is not on your transcript, contact the university and ask for it. (In some cases, it may be available on the university's website.)</li> <li>➤ If the information is in a language other than Japanese or English, please prepare and attach your own Japanese or English translation.</li> </ul> </div> </div>			100 point-grade	Grade Point	Performance	Letter Grade	100	5.0	Excellent	A <sup>+</sup>	90-99	4.0-4.99	Very good	A <sup>+</sup>	85-89.9	3.5-3.99	Good	A	80-84.9	3.0-3.49	More than sufficient	B <sup>+</sup>	75-79.9	2.5-2.99	Sufficient	B	67-74.9	1.7-2.49	Fair	C	60-66.9	1.0-1.69	Pass but poor	D	<60	0	Fail	F	PASS	Pass this course; the grade does not affect GPA.			FAIL	Fail this course; the grade does not affect GPA.		
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## B. (4) Documents for Part-Time Job

- **A. Students who entered income from a part-time job under the "financial resources" section of the No.2 registration must provide documentation as proof (refer to the table below.)** Students entering an estimated amount (refer to the Page 3) are not strictly required to provide documentation for "planned part-time jobs," but if such proof is available, submit it. Check page 3 for information about resigning from a part-time job.
- Any private side-projects that result in receiving "payment for services" such as language teaching, translation work, working as a project researcher, etc., will be considered a "part-time job."

Income documents: Students with multiple part-time jobs must submit documentation for each of them.

(1) Employment Contract	<ul style="list-style-type: none"> <li>• As proof of income, in principle, please submit a scanned image of <b>your copy of the employment contract (which must clearly state the employer, hourly wage, working hours, contract period, and other work details).</b> <u>(You should have signed an employment contract with your employer when you started your part-time job, and they should have given you a copy of the contract.)</u></li> </ul>
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If you are **unable to submit an employment contract**, please submit one of the following items (2)-(4) below to provide basic work details (employer, hourly wage, working hours, contract period, etc.). **If your certification documents alone do not cover all of this, please fill in the necessary information yourself in the margins.**



(2) Tax Withholding Certificate "gensen chōshūhyō"	<ul style="list-style-type: none"> <li>Tax Withholding Certificates for <b>2024</b> income are generally <b>issued by employers around January 2025</b>.</li> <li>If you do not currently have this form, ask to have it reissued at your place of employment.</li> </ul>
(3) Pay statement	<ul style="list-style-type: none"> <li>The most recent pay statement <u>for the 3 latest months</u> issued by your employer. The name/format of this document may differ by place of employment. e.g. "itemized details of service and salary, etc."</li> </ul>
(4) Confirmation of Employment Form (prescribed form)	<ul style="list-style-type: none"> <li>If you are working as a private tutor or similar job that does not have official documents connected with it, please submit this form.</li> <li>It requires a signature from the person hiring you.</li> </ul>

#### B. (5) Documents proving financial support from family members and other supporters

- All those entered under the "Financial Support" section of Scholarship Registration Form No.2 require proof of income (see the page 4 and table on the next page.)**
- For **Income Statements and Financial Situation Reports in languages other than Japanese or English**, clearly mark the name of the form, year, income (salary) amount, income period, name of recipient, and date, and **complete (or attach) a Japanese or English personal translation of the document**. E.g. Proof of income for residents of Japan includes Gensen Choshuhyo (withholding tax certificate), Kakutei Shinkoku Shomei (tax return) (copy), etc. **Proof of income for overseas residents should be accompanied by the locally issued proof of income and a Japanese or English translation prepared by the applicant**.
- In general**, please provide proof of **2024 income**. **If you cannot submit 2024 income statements (your local government has not started issuing these forms yet) submit a 2023 Certificate of Annual Income (covering earnings from 2023) AND a "Financial Situation Report" with a personal statement included from the person supporting you financially about their 2024 income.**
- If this person's financial situation has changed significantly between 2024 and now, please detail this change on the "Financial Situation Report"**

#### Reference for Proof of Income

You have	(1) <b>NO</b> spouse <b>BUT</b> financial support from parents	(2) <b>NO</b> spouse <b>AND</b> <b>NO</b> financial support from parents	(3) Spouse <b>BUT</b> <b>NO</b> financial support from parents	(4) Spouse <b>AND</b> financial support from parents
Parents	Must submit information on both parents (unemployed/ no income family members require a Financial Situation Report. Income documentation is not required for one or both parents who do not live with you due to divorce or other circumstances.)	Not required	Not required	Must submit information on financial supporters (those who are unemployed /no income require a Financial Situation Report)
Spouse	Not required	Not required	Must submit (if unemployed /no income, submit a Financial Situation Report)	Must submit (if unemployed /no income, submit a Financial Situation Report)
Siblings	Generally, <u>not</u> required. Must submit information on siblings <u>providing financial support</u> (if unemployed/no income, submit a Financial Situation Report.)			
Non-Family Supporters	Submit documentation for each person	Submit documentation for each person	Submit documentation for each person	Submit documentation for each person
Yourself	Required if you have an income	<b>Essential</b> if you are living independently (Submit a Financial Situation Report if you have no income statement)	Required if you have an income	Required if you have an income

#### C. Status of Residence, with images of both sides of your residence card.

- Insert images of both sides of your residence card to the "Status of Residence" (prescribed form.) Color images are preferable.
- Please submit your **latest** status of residence and period of stay.
- **Scholarships offered by the International Center are conditional on your status of residence being listed as "Student."** If you acquire a "Student" status of residence after completing this registration, please submit either a copy of your "Certificate of Residence" or a copy of both sides of your "Residence Card" at that time.

End of Document