

Documents Required for Scholarship Application Registration for Spring 2021 (Listed in January 2021)

The “Scholarship Application Registration Form” is the main document used when screening privately-financed international students for scholarships or student housing. Students who wish to apply for scholarships provided to privately-financed international students through Keio University are required to submit the “Scholarship Application Registration Form” along with the documents listed below at the beginning of a new academic year.

Students who will register in **Spring Semester 2021** must **resubmit** some documents at the period of a Scholarship Application Registration period for **Fall Semester 2021** if they wish to apply for scholarships in **Fall Semester 2021** (For details, please check information that will be updated on the website in **the end of July 2021**).

Important Notes:

- Documents to certify the income of the student’s parents (or spouse) and financial supporters must be submitted. **Early preparation is strongly recommended.**
- Before submitting your application, request an academic advisor to fill out the “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 document 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.
- **Students are also required to submit an application form for each scholarship they wish to receive.**

1. Documents to be submitted

Prepare and submit the required documents (see the checklist) on the website below.

The “Scholarship Application Registration Form” and required documents are available to download from the International Center website: <http://www.ic.keio.ac.jp/en/life/scholarship/application.html>

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

2. Method of Submission

Students gather all documents in order (“Checklist”, “A. Scholarship Application Registration Form”, B(1)-(5), C(1)-(3)) 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	<p>CURRENT Students: From Wed. March 24 to 3 PM on Wed. March 31, 2021 “STRICT DEADLINE”</p> <p>*It is NOT acceptable for current students to register after April 1.</p> <p>NEW Students: From Thu. April 1 to 3 PM on Thu. April 8, 2021 “STRICT DEADLINE”</p> <p>*New students will register after April 1.</p> <p>**“New students” are those who enrolled Keio in April 2021. Others are “Current</p>
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students.”

- 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.
- Do not submit documents **other than the registration period**.
- Students must make sure 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 submitted documents at hand.**
- Students are requested to inform the Office of Student Services on Mita Campus, or the corresponding office on their campus if other than Mita, of any changes or updated information.

3. Before submitting your application: Request an academic advisor to fill out the “INTERNATIONAL STUDENT SCHOLARSHIP EVALUATION FORM”

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**, filled out by the student’s academic advisor, are evaluated.

***Students who newly entered Keio in Spring Semester 2021 don’t need to submit this document.**

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

- The evaluation form must 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.**
- The 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. Attached Document B①: “Research Plan & Academic Accomplishments” (for postgraduates) or “Study & Activity Plan” (for undergraduates)
 4. Copy of Grade Report (gakugyo seiseki-hyo)
- Students should ask their academic advisors **at least one week in advance** of the deadline for submission of the “Scholarship Application Registration Form” and required documents. **It is extremely inconsiderate to ask within only 2-3 days of the deadline.**
- **New students at Keio are not required to submit this evaluation in their first semester.** However, they should prepare the evaluation for the next semester.

4. 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 the example on the website.

The student registering must:

- Fill in the form carefully and accurately.
 - Students can input their data directly into the Excel file.
 - 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 must inform the Office of Student Services on Mita Campus, or the corresponding office on their campus if other than Mita.
 - Sometimes students must 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 must 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 (p. 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.
- Indicate income earned
 - Students who earn income by working part-time (p. 2) need to submit a document which certifies their income.
 - See “B(4): Documents to certify the student’s income from part-time employment” below.
 - For scholarship, please fill in what determined to receive.
- Indicate parents’ (or spouse) and supporters’ income.
 - Students need to submit a document which certifies the income of their parents (or spouse) and financial supporters for **2020** (p.3).
 - See “B(5): Documents to certify the income of the student’s parents (or spouse) and financial supporters” below.
- Indicate family members.
 - Fill all family members in the list.

ID number / Faculty / Name
ID number / Faculty / Name
ID number / Faculty / Name
ID number / Faculty / Name

• Notes on Other Required Documents

- All documents must 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.

• B(3): Records of Academic Achievement

- Students who were enrolled at Keio in Fall Semester 2020 must submit either one; a copy of their complete Keio University Grade Report (*gakugyo seiseki-hyo*) that has been mailed to their guarantor, a copy of Grade Report on the website, or a Transcript of Academic Record (*seiseki shomeisho*). This must be the latest report and include grades of **2020** academic year. Students who do not receive a Grade Report (*gakugyo seiseki-hyo*) until their program is completed, like doctoral students of the Graduate School of Science and Technology, do not need to submit a report. If an Academic Affairs Web password is printed on the top right corner of the copy of the Grade Report (*gakugyo seiseki hyo*), students should black it out with a pen.
- New graduate students enrolled in Spring 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 must include not only academic records, but also the academic evaluation method. New postgraduate students are also required to submit the “Calculation Sheet for Assessing Grade Point Average” (prescribed form, see C(2)).
- New undergraduate students enrolled in Spring 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 Spring Semester 2021, only a copy of their academic transcript (or a copy of the University Entrance Qualification Examination [daigaku nyugaku shikaku kentei]) must 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

- 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 must 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/spouse and financial supporters

- **Students must attach a copy of documents which certify the income of their parents (or spouse) and any other financial supporters in 2020.**

- **Students need to submit documents for all of their supporters, including their parents (or spouse). If your parent(s) (or spouse) do(es) not have income, states it in the Financial Supporter Report (prescribed form). Students do not need to submit documents for family members (except spouses) who are students.**
- **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." (Updated on March 24, 2021)**

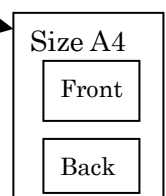
- 1) **If a student's parents (or spouse) or financial supporters live in Japan:** Students should submit a copy of documents that certify income in **2020**, such as a withholding record of employment income, final return, or a proof of income.
- 2) **If a student's parents (or spouse) or financial supporters live outside of Japan:** Students should submit a copy of documents that certify the income in **2020**. **An English or Japanese translation must 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 must be translated).

*If you have any further questions, please contact the Scholarships & Financial Aid Group in the Office of Student Services or the appropriate office on each campus.

- 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 must prepare proof of income **in 2019 issued on or after March 1, 2020**, in addition to a **"Financial Supporter Report" (prescribed form), filled out by the supporter explaining the details of their financial situation in 2020.** (This form can be downloaded from the International Center website. **An English or Japanese translation must be attached to documents written in other languages.** If the form is made by the student or supporter, it must 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** must 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 must be indicated.
- **In case the status of residence is not "Student", students must 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 a “Situation of Entering Japan Report” (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 enter Japan and are granted the status of “Student”.

• C(2): International Student Scholarship Evaluation Form (Prescribed form)

*Students who newly entered Keio in Spring Semester 2021 don’t need to submit this document.

See “**3. Before submitting your application**”.

• C(3): Calculation Sheet for Assessment Point Average (Prescribed form)

*Only new graduate students who entered Keio Graduate School in Fall Semester 2020 must submit the document.

- The calculation method is written on the “Calculation Sheet for Assessment Point Average”.
- It must be submitted with transcripts include not only academic records, but also the academic evaluation method (see B(3)).