

# **Application for International Student Scholarships**

## **Notes on Filling Out the Application Forms**

**The International Center**

**Sep 2019**

Before filling out the application forms, carefully read through the notes below.

Failure to follow these notes will affect the scoring of your application, and in some cases may disqualify you from the selection process.

### **< Notes For All Students (Undergraduate and Graduate) >**

1. For sections filled in by hand, use of erasable pens such as Frixion pens, pencils, or any color other than black is unacceptable. Use a non-erasable pen with black ink only.
2. Use of correctional tape or fluid (i.e. white-out) is unacceptable. To make a correction, simply double cross-out your mistake (~~like this~~) and write the correct entry nearby.
3. Applications must be printed single-sided on A4 size paper.
4. Do not change the formatting of the application forms (ex: changing size of entry areas, editing text of questions, etc.). Further, applications submitting using use old application formats from previous semesters or years will not be accepted.
5. Only YOU may submit your application. Applications cannot be submitted by a friend, etc.
6. Please take a copy of your Residence Card at the same size as the original. Further, ensure that your copy clearly shows all numbers and letters on the card, and that the edges aren't cut off.
7. For sections of the application where a certain minimum number of lines must be filled in or a minimum number of words must written, your entry must fulfill the minimum requirements.

### **< Additional Notes for Graduate Students Only >**

1. If you claim to be unable to attend the interview on Saturday October 19<sup>th</sup> you must submit legitimate document proof of the reason why you will be busy at that time.
2. The graduate student report must be typed out and printed using word processing software. Handwritten reports and/or those which have been printed separately and then glued/affixed to the official report format are unacceptable.
3. Graduate student reports must meet the minimum requirement for length (225 words minimum for reports submitted in English, 400 characters minimum for reports submitted in Japanese).
4. Do not alter the graduate student report's formatting, such as by changing the size of available space or font size.