

Fall 2018 Scholarship Application Guidance Session

1. Schedule

	Spring Application	Fall Application
Application Period	March 29 (Thu) ~ April 6 (Fri) 17:00	September 26 (Wed) 12:30 ~ October 4 (Thu) 17:00
Announcement of Graduate Students Selected for Interviews	April 12, 2018 (Thu)	Mid-October 2018 (scheduled)
Graduate Student Interview Days	April 14, 2018 (Sat) April 16, 2018 (Mon) ※Backup date	Early October 2018 (scheduled)
Announcement of Scholarship Recommendation Selection	Selectees contacted on a rolling basis throughout the year	Selectees contacted on a rolling basis throughout the year
Tuition Reduction Selection Results	Late June (scheduled)	Mid-December (scheduled)
“Student” Residence Status Acquisition Deadline	May 31, 2018 (Thu)	November 30, 2018 (Fri)

2. Application Procedure

Please download the application documents from the International Center’s homepage. After completing the forms, you must submit your own application to the International Center in person.

URL: <http://en.ritsumei.ac.jp/current-students/financial-aid/>

3. Eligible Applicants

Category	Application period	Eligible Applicants	Award Period
Tuition Reduction	Spring Application	April enrollees	Spring and Fall Semesters 2018
		September enrollees who have re-enrolled or resumed studies from the Spring Semester	Spring Semester 2018
	Fall Application	September enrollees	Fall Semester 2018, Spring Semester 2019
		April enrollees who have reenrolled or resumed studies from the Fall Semester	Fall Semester 2018
“Unified Scholarship Application” Scholarships	Spring Application	All who wish to apply, regardless of semester of enrollment (application is required each semester)	2018 academic year (April 2018 ~ March 2019)
	Fall Application		2019 academic year (April 2019 ~ March 2020)

4. Instructions to Follow when Completing Forms

Follow the instructions listed on each document and prepare your forms.

1	All documents must be printed single sided on A4 sized paper.
2	All handwritten documents must be written using a black ballpoint pen and no corrective tape or fluid (i.e. "white out") has been used.
3	Identification photograph is in color using photograph film, and is in the designated size (4.0cm×3.0cm).
4	Residence card copy must be copied at the original size of the card, must be a clear image with all numbers and letters legible, and must not be cut off in any way.

Examples of Applications which cannot be accepted

- Applications written using a Frixion pen or any other erasable pen.
- Applications which have been edited with correctional tape or fluid (i.e. white-out). *To make corrections, simply double cross-out your mistake (~~like this~~) and write the correct entry nearby.
- Applications where the format has been modified or which are submitted using an older version of the forms.
- Applications submitted by a friend or anyone other than you (only YOU may submit your application).
- For Graduate Students Only: If you claim to be unable to attend the interview on Saturday April 14th but do not submit legitimate document proof of the reason why you will be busy at that time, your application cannot be accepted.
- For Graduate Students Only: If your graduate student report does not fill up at least 90% of the available space.

*When writing a resume/curriculum vitae or an application form in Japan applicants are expected to fill in at least 80-90% of the space available. Please use this report as an opportunity to familiarize yourself with Japanese application protocol.

5. Advice for Writing the Graduate Report

- Please write your report using simple vocabulary in a way that will be easy to understand for any reader. The professors evaluating your report will not necessarily be from your department or experts in your particular field. While writing, please keep in mind that your report should be understandable for any professor.

6. Important Points Regarding Scholarship Recommendation

- Results will be notified to successful interviewees on a rolling basis throughout the year, via email sent to the applicant's university email address (@ed.ritsumei.ac.jp). Since there is no specific date for announcing results, interviewees should check their university email address on a regular basis at least every few days, even during the long vacations.
- If you are recommended for a scholarship by the university and ultimately selected by the scholarship foundation for their scholarship, your scholarship may come with various events organized by the foundation such as a new scholar meet and greet, scholarship award ceremony, scholarship completion ceremony, etc. Scholarship foundations put great importance on events connecting the foundation with scholars, and on networking events where their scholars can exchange amongst themselves, so put maximum priority on attending these events whenever held.

Further, at the end of the academic year it's common for the foundations to request their scholars complete progress reports and various surveys, so be absolutely sure to comply with these requests by the deadlines given to you by the foundation or International Center.