

## Fall Semester 2020 Ritsumeikan University International Student Support Fund Application Guidelines

<b>Overview</b>	<p>The “Fall Semester 2020 Ritsumeikan University International Student Support Fund” is raised from donations made by Ritsumeikan Academy faculty, staff, and other members of our University community to support international students in need of financial support due to a decrease in allowance sent by their families based on a sudden changes in family finances, or lost income from part-time jobs which they relied on to cover living cost, but have been unable to work.</p> <p>Those who wish to receive this support should refer to the following application guidelines and apply through the online application form.</p>
<b>Payment Amount</b>	30,000 yen
<b>How Payments are Made</b>	Transfer to an account held in the name of the student around late January 2021 (account of financial institution in Japan (ordinary account))
<b>Who is Eligible for Payment</b>	<p><u>Those who are enrolled in a regular course of the university, have a "Student" residence status, and meet the following ① to ⑤ (those who are on leave of absence or study abroad are not eligible).</u></p> <p>① You are in Japan at the time of this application.            ② You have a bank account at a financial institution in Japan.            ③ Your amount of allowance sent by your financial supporter has decreased.            ④ Your part-time job income has decreased.            ⑤ After, you can cooperate in a student life survey conducted by the university.</p> <p>*Students receiving the following scholarships are ineligible to apply for this financial support: MEXT, JDS, PEACE, CSC, Indonesia Linkage, PHRDIV Regular Program, IMF, ADB-JSP, ABE, SDGs, Innovative Asia.</p>
<b>Number of Recommended Individuals</b>	<p><u>Approximately 500 Individuals (estimated)</u></p> <p>*After confirming applicants' eligibility, priority will be given to students having the most difficulty getting through their study.</p>
<b>Application Period</b>	<p><b>December 9, 2020 (Wed) 12:00 – December 15, 2020 (Tue) 17:00</b>  <b>*Japan Time</b></p> <p>Due to regular maintenance, applications will not be accepted daily from 2:00 am to 6:30 am and Wednesdays from 7:30 pm to Thursdays 9:00 am.</p>
<b>How to Apply</b>	Apply online using the application form (See p. 3 for URL)
<b>Contact</b>	<p><b>For Inquiries:</b>  <b>ikkatsu@st.ritsumei.ac.jp</b> (Replies will not be sent on Saturdays, Sundays and national holidays)</p> <p><u>*Before sending any questions, first use this guide and the Q&amp;A (pg. 4) as reference to make judgments on your own as best you can.</u></p>

## Payment Eligibility Requirements and Documents Required for Submission

Payment Eligibility Requirements		Documents Required for Submission
		*Please prepare photo data (with clearly identifiable written content) so that it can be attached to the application form
(1)	You have a "Student" residence status.	Photos of the front and back of your residence card
(2)	Due to the effects of COVID-19, the amount of allowance (remittances) sent from home has decreased.	<p>Photo of the applicant's deposit/savings bankbook, etc. before and after reductions (optional)</p> <p>*A page that shows the amount of remittance (one that can be used as a reference, such as a page containing information for an entire month)</p>
(3)	Due to the effects of COVID-19, the amount of income from part-time work has decreased.	<p>Paystubs from the employer showing income before and after reductions (optional)</p> <p>*For students admitted in April or September 2020 who have not received income yet, submission is unnecessary.</p>

## How to Apply

### 1. Prepare necessary documents

Please refer to pg. 2 and prepare photos of all necessary documents for submission. \*Please be sure to take photos in a well-lit area so that all text contained within the documents is clearly legible.



### 2. Apply through the online application form

(December 9, 2020 (Wed) 12:00 – December 15, 2020 (Tue) 17:00 \*Japan Time)

Access the following URL and log in with your RAINBOW ID and password. Attach and send your photo data prepared in STEP 1.



<https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20201128165615833955260>



University will verify received applications



### 3. Decision and Transfer: Around the end of January 2021 (as currently scheduled)

Officially-selected applicants will receive a deposit in their account via bank transfer. Please confirm your application result by checking for a bank transfer.

## Points to remember when applying (Please also read the Q&A on Pg. 4)

- You can correct what you've entered in the application form by re-entering your information. However, this can only be done during the application period. Corrections cannot be made after the application period ends. Your application will be assessed using the information that you last entered.
- Please review these guidelines and the Q&A on the following page and make your own judgments in regard to the documents that you will need to submit.
- Please take caution with the following matters when filling out the application form:
  - (1) When trying to log into the application form while logged into CAMPUS WEB (when checking manaba+R or using other functions), an error message may appear. If logging in directly from the error screen, and the application form does not appear, log out, close the browser and log into the application form again in a new browser.
  - (2) If you take too long when filling out the application it may time-out, so please take precautions such as by temporarily saving application data.

## Q&A

- [Q1] Is it necessary to submit documents that are described as optional?**  
**[A1]** Even if you do not have all the necessary documents and cannot submit them, you can still apply. However, in that case, please submit as much detail as possible to establish that you are in financially difficult. Be aware that you may have to return your payment, however, in the unlikely event that there is a false statement in your information.
- [Q2] Am I eligible while taking a leave of absence or studying abroad?**  
**[A2]** No, you are ineligible.
- [Q3] What period do I need to show in the photocopy of my bankbook showing my monthly allowance?**  
**[A3]** Please submit material from September 2020 or later.
- [Q4] Am I ineligible if I live in my family's home or if I don't have to pay rent?**  
**[A4]** This fund is meant to support students who are finding it difficult to continue with their studies due to the impact of COVID-19. Just because a student lives in their family home or does not have to pay rent does not mean that they are immediately deemed ineligible.
- [Q5] Can I still apply if I just began school in April/September and have not had a decrease in my income from part-time work because I haven't been able to begin working?**  
**[A5]** If you were planning to work part-time and you have been unable to earn the income you were expecting, you are eligible for payment. Please enter your expected annual income from part-time work on the application form.
- [Q6] Can I receive both this fund and the "Ritsumeikan University Emergency Support Benefits" (Application Closed: June 16th, Payment Amount: 90,000 yen) or "Japanese Government-funded "Emergency Student Support" for Continuing Studies" (1st/2nd Application Closed July 20th, Payment Amount: 100,000 yen) or "Ritsumeikan University Support funds for preparing an environment suitable for online classes" (Application Closed September 25th, Payment Amount: 30,000 yen)?**  
**[A6]** Yes, you can.
- [Q7] If I apply, am I guaranteed to be accepted?**  
**[A7]** Examinations are conducted based on the contents of received applications, so there is no guarantee that you will be accepted. The examination will be conducted based on what you have entered in the application form, with priority given to students who are deemed to be having the greatest difficulty in continuing their studies.
- [Q8] What kind of file formats can I use when submitting the photos in the application form?**  
**[A8]** Please submit general photo data (JPEG, PDF, etc.). Only one file can be submitted per submission item. Please keep the total file size for all attachments within 100 MB.
- [Q9] If I don't have a bank account in Japan, can I apply?**  
**[A9]** The purpose of this fund is to promptly support students who are currently in Japan and are in financial distress, so you cannot apply if you do not have a bank account in Japan at the time of application.
- [Q10] How do I know whether I was selected for the support payment?**  
**[A10]** If you are selected, the support payment will be transferred to your account. The deposited payment itself is the notification of your selection for the support payment. The transfer is scheduled for the end of January 2021.
- [Q11] Will similar support be provided in the future?**  
**[A11]** It is undecided at this time. Please frequently check the information on the university homepage and on manaba+R.

<Handling of personal information> Information such as the application form submitted this time and documents showing the household status will be used for the selection of this support fund. It may also be used in future scholarship recruitment information. Your information will only be used within the scope of this purpose of use.