Financial Aid for Intercultural Exchange: Form 1

AY2018 Ritsumeikan University Financial Aid   
for Intercultural Exchange Application Form

\*Submit the Application Form in page order sequence with this sheet as the cover page.

Attachments, if any, should be in A4 size.

To the Executive Director of the Division of International Affairs at Ritsumeikan University

I have checked the Ritsumeikan University Financial Aid for Intercultural Exchange Regulations and hereby apply for the AY2018 Ritsumeikan University Financial Aid for Intercultural Exchange.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Submitted (mm/dd/yyyy) | mm/dd/yyyy | | | | | | | | | | | | | | |
| Student ID No. |  |  | |  |  |  | |  |  |  | |  |  | - |  | |
| Faculty / Graduate School | □Faculty  □Graduate School | | | | | | | | | | | | | | |
| Year | First Year | | Second Year | | | | Third Year | | | | Fourth Year | | | Other: | |
| Name  \*Write the name as printed on your Student ID Card |  | | | | | | | | | | | | | | |

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| --- | --- | --- |
|  | Reception Stamp | Copy for the University |

Copy for the Applicant

**AY2018 Ritsumeikan University Financial Aid for Intercultural Exchange <Reception Ticket>**

We have received your AY2018 Ritsumeikan University Financial Aid for Intercultural Exchange Application Form.

[Important Notice to Applicants]

1. All messages from the university concerning the AY2018 Ritsumeikan University Financial Aid for Intercultural Exchange (hereinafter the “Financial Aid for Intercultural Exchange”) will be sent to representatives’ internal e-mail addresses. Make sure to check your e-mail accordingly.
2. Submitted documents will not be returned under any circumstances.
3. If there turns out to be any fraudulent information in the submitted documents, approval for the financial aid will be revoked, and the financial aid will need to be returned.

Reception Stamp

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student ID No. |  |  | |  |  |  | |  |  |  |  |  | | - |  |
| Faculty / Graduate School | □Faculty  □Graduate School | | | | | | | | | | | | | | |
| Year | First Year | | Second Year | | | | Third Year | | | Fourth Year | | | Other: | | |
| Name  \*Write the name as printed on your Student ID Card |  | | | | | | | | | | | | | | |

Financial Aid for Intercultural Exchange: Form 1

●Application Category

Make sure to check the Application Guidelines, etc. to see which application category the intercultural exchange activity to be applied falls into.

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| --- | --- |
| Application Category  \*Put a ☑ on the relevant category  (You cannot choose multiple categories) | * Intercultural exchange activities carried out in Japan   \*Amount of financial aid: The total amount of expenses required for carrying out activities covered by the Financial Aid or 100,000 JPY, whichever is the lower amount   * Intercultural exchange activities carried out in Japan or abroad   \*Amount of financial aid: The total amount of expenses required for carrying out activities covered by the Financial Aid or 500,000 JPY, whichever is the lower amount   * Intercultural exchange activities carried out in Japan or abroad   \*Amount of financial aid: The total amount of expenses required for carrying out activities covered by the Financial Aid or 1,000,000 JPY, whichever is the lower amount |
| Application Category  \*Put a ☑ on the relevant category  (You cannot choose multiple categories) | * Application before activity implementation (scheduled date of activity implementation: mm/dd/yyyy) * Application after activity implementation (date of activity implementation: mm/dd/yyyy) |
| Requested amount of financial aid | JPY  \*Write the amount based on the AY2018 Financial Aid for Intercultural Exchange Expense Estimate Form (Form 2). |
| Application Status for Other Funds | * This activity does not have the same objective and content as a project funded by the Financial Aid for Development of a Learning Community.   \*Please consult with the International Center if you are currently also applying for the above-mentioned funding for a project with the same objective and contents.   * None of the group members have made an application for the above-mentioned funding with the same objective and content as a project funded by the Financial Aid for Intercultural Exchange. |

●Applicant/Group Information

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant/Group Information | * Individual Application * Group Application (group name ) | | |
| Number of Members: person(s)  \*Indicate the number of members including the representative, deputy representative, and treasurer. | Main activity base: □ Kinugasa □ BKC □ OIC | |
| Representative  \*Only a regular student can be the representative. | Name \*Japanese students should fill in their names in Japanese, and international students should fill in their names in English. | | |
| Student ID No.： | □Faculty  □Graduate School | Year |
| Mobile Number: | Internal E-Mail Address: | |
| Extracurricular Activity: | Seminar/lab: | |
| Deputy Representative  \*Indicate if applying as a group.  \*If the representative also serves as the deputy representative, write so in the name section. | Name \*Japanese students should fill in their names in Japanese, and international students should fill in their names in English. | | |
| Student ID No.： | □Faculty  □Graduate School | Year |
| Mobile Number: | Internal E-Mail Address: | |
| Extracurricular Activity: | Seminar/lab: | |
| Treasurer  \*Indicate if applying as a group.  \*If the representative also serves as the deputy representative, write so in the name section. | Name \*Japanese students should fill in their names in Japanese, and international students should fill in their names in English. | | |
| Student ID No.： | □Faculty  □Graduate School | Year |
| Mobile Number: | Internal E-Mail Address: | |
| Extracurricular Activity: | Seminar/lab: | |

Financial Aid for Intercultural Exchange: Form 1

●Group Members (indicate if applying as a group)

Indicate the names of members other than the representative, deputy representative, and treasurer. Members whose names are indicated (limited to those enrolled in the university) can apply for financial aid for travel expenses.

\*Check the attached Ritsumeikan University Financial Aid for Intercultural Exchange Handbook for Implementing Financial Aid for recipients of financial aid for travel expenses.

If there is not enough space, make a copy of this form and submit it.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Np. | Name  \*Japanese students should fill in their names in Japanese, and international students should fill in their names in English. | Student ID No. | Faculty/Graduate School | Year | Role in the Group |
| 1 |  |  | □Faculty  □Graduate School |  |  |
| 2 |  |  | □Faculty  □Graduate School |  |  |
| 3 |  |  | □Faculty  □Graduate School |  |  |
| 4 |  |  | □Faculty  □Graduate School |  |  |
| 5 |  |  | □Faculty  □Graduate School |  |  |
| 6 |  |  | □Faculty  □Graduate School |  |  |
| 7 |  |  | □Faculty  □Graduate School |  |  |
| 8 |  |  | □Faculty  □Graduate School |  |  |
| 9 |  |  | □Faculty  □Graduate School |  |  |
| 10 |  |  | □Faculty  □Graduate School |  |  |
| 11 |  |  | □Faculty  □Graduate School |  |  |
| 12 |  |  | □Faculty  □Graduate School |  |  |
| 13 |  |  | □Faculty  □Graduate School |  |  |
| 14 |  |  | □Faculty  □Graduate School |  |  |
| 15 |  |  | □Faculty  □Graduate School |  |  |
| 16 |  |  | □Faculty  □Graduate School |  |  |
| 17 |  |  | □Faculty  □Graduate School |  |  |
| 18 |  |  | □Faculty  □Graduate School |  |  |
| 19 |  |  | □Faculty  □Graduate School |  |  |
| 20 |  |  | □Faculty  □Graduate School |  |  |

Financial Aid for Intercultural Exchange: Form 1

●Intercultural exchange activity you are applying for

Write about the intercultural exchange activity you are applying for in detail so that someone with no prior knowledge of the activity can imagine the content.

If there is not enough space on the form, attach an additional sheet.

|  |  |  |  |
| --- | --- | --- | --- |
| Indicate the project name. | | | |
|  | | | |
| Write about the project content in detail. \*When applying before activity implementation, indicate the content expected as of the time of application. | | | |
| Implementation Date | Start... mm/dd/yyyy (day), Time:  End... mm/dd/yyyy (day), Time: ( X day(s) in total) | | |
| Implementation Location  \*Put a ☑ on the relevant category | * In Japan   (Prefecture: Municipality: )  (Implementation location/facility: )   * Abroad   (Country: City/State: )  (Implementation location/facility: ) | | |
| Main actors in exchange  \*Put a ☑ on the relevant category | * Ritsumeikan University students, pupils, and children   (Specifically: )   * People from outside the university   (Specifically: ) | | |
| Number of project participants | person(s) \*Indicate the number of participants including the project practitioner/group | | |
| Details of Implementation |  | | |
|  | | |
|  | | |
|  | | |
|  | | |
| Event type  \*Put a ☑ on the relevant item | * Exchange meeting * Workshop (participatory experience-type course) * Tour * Other (specifically: ) | | |
| PR method  \*Put a ☑ on the relevant item | * Social media advertisement   (□ Facebook □ twitter □ LINE@ □ Other: )   * Flier * Poster * Signboard * Other ( ) | | |
| Event day schedule | Time | Time schedule | Location (facility, etc.) |
| : | Preparation start: |  |
| : | Project start: |  |
| : |  |  |
| : |  |  |
| : |  |  |
| : |  |  |
| : |  |  |
| : |  |  |
| : | Project end: |  |
| : | Cleanup end: |  |

●Activity Plan

Financial Aid for Intercultural Exchange: Form 1

Write about the implementation plan of the intercultural exchange activity you are applying for in detail so that someone with no prior knowledge of the activity can imagine the content.

(Write the specific details of preparations towards activity implementation.)

If there is not enough space on the form, attach an additional sheet.

|  |  |  |  |
| --- | --- | --- | --- |
| Date (mm/dd/yyyy) | Activity content | Activity location | Expected expenses  (Expense item name and amount) |
| Example: April | Preparations for project PR (making and printing fliers) | KIC | Printing and bookbinding expenses: 10,000 JPY |
| Example: May | Preparations for tour implementation | KIC | Expenses for consumables: 5,000 JPY |
| Example: June | Implementation of Kyoto walking tour | - Kyoto City, Kyoto  Kyoto Sta. to Arashiyama | Travel expenses: 20,000 JPY  Honorarium: 10,000 JPY |
| 2018 March |  |  |  |
| April |  |  |  |
| May |  |  |  |
| June |  |  |  |
| July |  |  |  |
| August |  |  |  |
| September |  |  |  |
| October |  |  |  |
| November |  |  |  |
| December |  |  |  |
| 2019 January |  |  |  |
| February |  |  |  |
| March |  |  |  |

Financial Aid for Intercultural Exchange: Form 1

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| --- |
| Write about the following three points in detail: the project’s “objective,” “reason for implementation,” and “history/background which led to the project.”  \*Indicate by also taking into account why the project for interacting with the main actors in the exchange at a local level, in Japan, or abroad was formulated.  \*Write 400 characters or more when writing in Japanese, and 225 words or more when writing in English.  \*At the end of the passage, indicate the word count (Ex: {250 words}) |
|  |
| Write about the following two points in detail: the project’s “goal” and the “expected effects” due to implementation.  \*Indicate numerical targets such as for the number of participants or nationalities, an attainment point, etc.  \*Write 400 characters or more when writing in Japanese, and 225 words or more when writing in English.  \*At the end of the passage, indicate the word count (Ex: {250 words}) |
|  |

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