

Sample

**AY2019 Ritsumeikan University Financial Aid
for Intercultural Exchange Application Form**

*Submit this document with this page on top and the remaining pages in order of number. Attachments, if any, should be printed 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 AY2019 Ritsumeikan University Financial Aid for Intercultural Exchange.

Submitted (mm/dd/yyyy)	mm / dd / yyyy	Enter the date
Student ID No. ("-" not necessary (the same applies for the rest of the application))		Enter your student ID number without the -
College / Graduate School	<input type="checkbox"/> College <input type="checkbox"/> Graduate School	Check off one or the other
School Year	year	Enter your current school year
Name *As printed on your Student ID Card		Enter your name as written on your student ID card
Name of Project		Enter the name of your project

[Important Notice to Applicants]

1. All messages from the university concerning the AY2019 Ritsumeikan University Financial Aid for Intercultural Exchange (hereinafter "Financial Aid for Intercultural Exchange") will be sent to representatives' university 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 any financial aid already distributed must be returned.
4. In the event of failure to comply with the rules, advice, and instruction of the university, as well as in the event of failure to smoothly carry out planning and execution of the event itself, the financial aid may be revoked and any financial aid already distributed may be ordered to be returned.

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.

Application Category *Put a <input checked="" type="checkbox"/> on the relevant category (You cannot choose multiple categories)	<input type="checkbox"/> 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
	<input type="checkbox"/> 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
Application Category *Put a <input checked="" type="checkbox"/> on the relevant category (You cannot choose multiple categories)	<input type="checkbox"/> 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
	<input type="checkbox"/> Application before activity implementation (scheduled date of activity implementation <input type="text" value="mm"/> / <input type="text" value="dd"/> / <input type="text" value="yyyy"/>) <input type="checkbox"/> Application after activity implementation (date of activity implementation <input type="text" value="mm"/> / <input type="text" value="dd"/> / <input type="text" value="yyyy"/>)
Requested amount of financial aid	<input type="text" value=""/> JPY *Write the amount based on the AY2019 Financial Aid for Intercultural Exchange Application Form (Form 2).
Application Status for Other Funds	<input type="checkbox"/> This activity does not have the same objective and content as a project funded by the Financial Aid for Development of a Learning Community or any other financial aid programs which prohibit joint reception of the Financial Aid for Intercultural Exchange (hereinafter referred to as "other financial aid programs"). *Please check this box if you are currently also applying for other financial aid programs for a project with the same objective and contents. <input type="checkbox"/> None of the group members have made an application for or are already receiving funding from other financial aid programs for a project with the same objective and content as the project for which Financial Aid for Intercultural Exchange is being applied for.

2. Planned Event (overview)

Indicate the project name.

Describe in detail the planned project.
 *If applying prior to implementation of project, describe the project you have in mind as of the time of application submission.
 *Give a clear picture of the project by clarifying who will be doing what kind of exchange (activity) for what purpose.

Event day schedule			
Time schedule	Time	Activity	Location (facility, etc.)
Preparation starts	:		
Project starts	:		
Project Name	:		
	:		
	:		
Project ends	:		
Cleanup ends	:		

3. Applicant/Group Information

Enter information for the representative and deputy representative responsible for this project, as well as other group members. Group members listed here will be eligible to apply for coverage of travel expenses (limited to Ritsumeikan University students).

*For details regarding eligibility for travel expenses, see the separate "Ritsumeikan University Financial Aid for Intercultural Exchange" form.
 *If there is not enough space for all group members, please refer to the "Ritsumeikan University Financial Aid for Intercultural Exchange" form.

Applicant/Group Information	<input type="checkbox"/> Individual Application			
	<input type="checkbox"/> Group Application (group name)			
	Number of Members	person(s)	Main base of activity	<input type="checkbox"/> Kinugasa <input type="checkbox"/> BKC <input type="checkbox"/> OIC
Indicate the number of members including the representative, deputy representative, and treasurer.				
Representative Responsible for this Project *Only a regular student can be the representative. *Representative should also be owner of account on Transfer Account Form as well as Treasurer.	Name	*Japanese students should fill in their names in Japanese, and international students should fill in their names using the alphabet.		
	Student ID No.		<input type="checkbox"/> College <input type="checkbox"/> Graduate School	Year
	Mobile Number	University E-Mail Address		
	Extracurricular Activity	Seminar/lab		
Deputy Representative *Indicate if applying as a group. *If also serving in any other position(s), indicate them in the name section.	Name	Enter the appropriate information ※For names, enter them as written on the students' student ID cards (※Japanese students' names should be in Japanese, international students' names should be in the alphabet.) ※For student ID numbers, enter them without the - ※For College/Graduate School, enter the official name of the college or graduate school ※For other sections, enter the requisite information without any errors		
	Student ID No.			
	Mobile Number			
	Extracurricular Activity			

<Group Members 1-10 (fill in if applying as a group)>

No.	Name *Japanese students should fill in their names in Japanese, and international students should fill in their names using the alphabet.	Student ID No. *The hyphen (-) may be omitted	College/Graduate School	Year	Role in the Group
1			<input type="checkbox"/> College <input type="checkbox"/> Graduate School		
2			<input type="checkbox"/> College <input type="checkbox"/> Graduate School		
3			<input type="checkbox"/> College <input type="checkbox"/> Graduate School		
4			<input type="checkbox"/> College <input type="checkbox"/> Graduate School		
5			<input type="checkbox"/> College <input type="checkbox"/> Graduate School		
6			<input type="checkbox"/> College <input type="checkbox"/> Graduate School		
7			<input type="checkbox"/> College <input type="checkbox"/> Graduate School		
8			<input type="checkbox"/> College <input type="checkbox"/> Graduate School		
9			<input type="checkbox"/> College <input type="checkbox"/> Graduate School		
10			<input type="checkbox"/> College <input type="checkbox"/> Graduate School		

<Group Members 11-30 (fill in if applying as a group)>

No.	Name <small>*Japanese students should fill in their names in Japanese, and international students should fill in their names using the alphabet.</small>	Student ID No. <small>*The hyphen (-) may be omitted</small>	Faculty/Graduate School	Year	Role in the Group
11			<input type="checkbox"/> College		
			<input type="checkbox"/> Graduate School		
12			<input type="checkbox"/> College		
			<input type="checkbox"/> Graduate School		
13			<input type="checkbox"/> College		
			<input type="checkbox"/> Graduate School		
14			<input type="checkbox"/> College		
			<input type="checkbox"/> Graduate School		
15	<p>Enter the appropriate information</p> <p>※For names, enter them as written on the students' student ID cards (※Japanese students' names should be in Japanese, international students' names should be in the alphabet.)</p> <p>※For student ID numbers, enter them without the -</p> <p>※For College/Graduate School, enter the official name of the college or graduate school</p> <p>※For other sections, enter the requisite information without any errors</p>				
16					
17					
18					
			<input type="checkbox"/> Graduate School		
19			<input type="checkbox"/> College		
			<input type="checkbox"/> Graduate School		
20			<input type="checkbox"/> College		
			<input type="checkbox"/> Graduate School		
21			<input type="checkbox"/> College		
			<input type="checkbox"/> Graduate School		
22			<input type="checkbox"/> College		
			<input type="checkbox"/> Graduate School		
23			<input type="checkbox"/> College		
			<input type="checkbox"/> Graduate School		
24			<input type="checkbox"/> College		
			<input type="checkbox"/> Graduate School		
25			<input type="checkbox"/> College		
			<input type="checkbox"/> Graduate School		
26			<input type="checkbox"/> College		
			<input type="checkbox"/> Graduate School		
27			<input type="checkbox"/> College		
			<input type="checkbox"/> Graduate School		
28			<input type="checkbox"/> College		
			<input type="checkbox"/> Graduate School		
29			<input type="checkbox"/> College		
			<input type="checkbox"/> Graduate School		
30			<input type="checkbox"/> College		
			<input type="checkbox"/> Graduate School		

4. About the Intercultural Exchange Event Being Applied For (details)

Write in detail about the intercultural exchange activity for which you are applying for financial aid.

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

Enter the start and finish year, month, date, the day of the week, and time, along with the total number of days, of your project

Write about the project in detail. *When applying before application.

Implementation Date	Start (mm/dd/yyyy (day), Time)	mm / dd / yyyy (day) , :
	Finish (mm/dd/yyyy (day), Time)	mm / dd / yyyy (day) , :
() day(s) in total		
(Scheduled) Implementation Location *Check off the relevant box	<input type="checkbox"/> Ritsumeikan University Location on Campus:	<input type="checkbox"/> Kinugasa <input type="checkbox"/> BKC <input type="checkbox"/> OIC <input type="checkbox"/> BBP (Specify which area) <input type="checkbox"/> I-House (Specify which area) <input type="checkbox"/> Other (Specify where)
	<input type="checkbox"/> In Japan	(Prefecture) Municipality) (Implementation location/facility)
	<input type="checkbox"/> Abroad	(Country) City/State) (Implementation location/facility)
	*Enter the name of the specific location in the appropriate box	
(Scheduled) Booking Status of the Location of Implementation *Check off the relevant box	The location of implementation is...	Enter the appropriate information in the appropriate area
	<input type="checkbox"/> Already reserved.	(Date of Reservation (mm/dd/yyyy (day)) mm / dd / yyyy (day)) (Reserved under the name of)
	<input type="checkbox"/> Not yet reserved.	(Reason why and future plans)
Plans in Case of Rain *Check off the relevant box	<input type="checkbox"/> Hold event	(Reason)
	<input type="checkbox"/> Delay event	(Reason)
	<input type="checkbox"/> Cancel event	(Reason)
	<input type="checkbox"/> Change locations	(Reason) (Location of alternate location)
About Sound/Noise *Check off the relevant box	<input type="checkbox"/> Yes	speakers/playing music/causing noise.
	<input type="checkbox"/> No	We have confirmed that at the location/time scheduled for the event, speakers/music/noise are permitted. (Note: Noise restrictions are in place during test periods, etc...) speakers/playing music/causing noise.
Will Food be Served *Check off the relevant box	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No	Enter the appropriate information in the appropriate area
Target Group for Event Participation *Check off the relevant box	<input type="checkbox"/> Ritsumeikan University students/Ritsumeikan University students	() students
	<input type="checkbox"/> People from outside Ritsumeikan University	(Specifically) Enter the total number of all predicted participants and project staff (In the Breakdown, for "R.U. Students" enter the number of Ritsumeikan University students, as well as Ritsumeikan elementary, middle and high school students, and Ritsumeikan faculty and staff. For "Non-R.U." students, enter the total number of predicted participants not a part of any of the previously mentioned groups.
Number of Total Expected Participants (including applicant/group)	person(s)	
	Breakdown R.U. students	
Event Type *Check off the relevant box	<input type="checkbox"/> Exchange	
	<input type="checkbox"/> Workshop	Workshop experience-type course
	<input type="checkbox"/> Tour	
	<input type="checkbox"/> Other (specifically)	If you select "Other", explain in detail here
PR method *Check off the relevant box	<input type="checkbox"/> Social media advertisement	
	<input type="checkbox"/> Facebook	<input type="checkbox"/> twitter <input type="checkbox"/> LINE@ <input type="checkbox"/> Other ()
	<input type="checkbox"/> Poster	
	<input type="checkbox"/> Signboard	
	<input type="checkbox"/> Other ()	If you select "Other", explain in detail here

*Consult with the International Center first before distributing fliers, posting posters, etc... on campus.

5. About the Intercultural Exchange Event Being Applied For (safety and risk management)

Describe in detail the safety precautions and risk management you have in place for your event

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

<p>Insurance for the Student Organizing the Event (accident insurance) *Check off the relevant box</p>	<p><input type="checkbox"/> Will purchase. (Name of company _____)) <input type="checkbox"/> Will not purchase. (Reason _____)) (Plan _____))</p>
<p>Insurance for the Student Organizing the Event (damage liability) *Check off the relevant box</p>	<p><input type="checkbox"/> Will purchase. (Name of company _____)) <input type="checkbox"/> Will not purchase. (Reason _____)) (Plan _____))</p>
<p>Insurance for Participants *Check off the relevant box</p>	<p><input type="checkbox"/> Will purchase. (Name of company _____)) <input type="checkbox"/> Will not purchase. (Reason _____)) (Plan _____))</p>
<p>Insurance for Foods and Other Products *Check off the relevant box</p>	<p><input type="checkbox"/> Will purchase. (Name of company _____)) <input type="checkbox"/> Will not purchase. (Reason _____)) (Plan _____))</p>
<p>Notification to the Medical Center of an Event at Which Food Will be Served *Check off the relevant box</p>	<p><input type="checkbox"/> I/We will notify a medical center. (Date/time of notification _____)) <input type="checkbox"/> I/We will not notify a medical center. (Reason _____)) (Plan _____))</p>
<p>Acquisition Status of Storage Area for Foods and other Products *Check off the relevant box</p>	<p><input type="checkbox"/> I/We have reserved/acquired an area to store foods and other products. (Date/time of reservation _____)) <input type="checkbox"/> I/We have not reserved/acquired an area to store foods and other products. (Reason _____)) (Plan _____))</p>
<p>Hygiene Management Plan *Enter information for all of the measures to be implemented</p>	<p><input type="checkbox"/> Health Supervisor (Name _____) (Student ID No _____)) (Enter all plans in place to manage hygiene.) _____ _____</p>
<p>Preparation of First Aid Box *Check off the relevant box</p>	<p><input type="checkbox"/> A First Aid Box will be arranged. _____) <input type="checkbox"/> A First Aid Box will not be arranged. (Reason _____))</p>
<p>Hospital Information in Case of Emergency</p>	<p>Hospital name _____) Phone Number _____)</p>
<p>MOFA Travel Advice & Warning Status</p>	<p>Date information was obtained _____) Information obtained (Warning Level, etc) _____)</p>

Enter the appropriate information in the appropriate area

Check off the appropriate box

Enter the appropriate information in the appropriate area

Check off the appropriate box

Enter the appropriate information in the appropriate area

Check off the appropriate box

Enter the appropriate information in the appropriate area

Check off the appropriate box

Enter the appropriate information in the appropriate area

Check off the appropriate box

Enter the appropriate information in the appropriate area

Check off the appropriate box

Describe your plan in detail

Enter the appropriate information in the appropriate area

Enter the name of a nearby hospital and their contact number

If travelling abroad, enter the Travel Advice & Warning Status information obtained in detail along with the date that information was obtained

6. Activity Plan

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 get a clear picture of what you have in mind.

(Write in specific detail about preparations being made towards the carrying out of the activity.)

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
...up to March 2019			
April			
May			
June	<div style="border: 2px solid red; padding: 10px; width: fit-content; margin: 0 auto;"> <p style="color: red; margin: 0;">Enter the appropriate information</p> <p style="color: red; margin: 0;">※Write about the project for which you are applying for the financial aid in a way that would be understandable to someone reading about your project for the first time</p> </div>		
July			
August			
September			
October			
November			
December			
2020 January			
February			
March			

7. Objective, Reason, Sequence of Events Leading Up to Planning for, and Background of, Event, and also Goals and Expected Outcome

Write in detail about the event's objective, the reason for holding the event, and about the background and events leading up to the start of planning for the event.

*Also mention why you designed an intercultural exchange event for the target participation group you have in mind, and why you chose the region, in Japan or abroad, that you selected for holding the event.

*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})

Explain about the project objective, reason for undertaking the project, and background and events leading up to the decision to design and hold the project in detail.

※400 characters or longer if written in Japanese, and 225 words or longer if written in English

Enter the word count here

(words)

Describe in detail the goal and expected outcomes you have for the event.

*Goal should be measurable, such as the target number of participants, number of nationalities involved, etc.

*Expected outcome should be the intended effect on (development of) event organizers, and participants.

*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 goal and expected outcome(s) you have of the project in detail.

※400 characters or longer if written in Japanese, and 225 words or longer if written in English

Enter the word count here

(words)

8. Event/Plan Safety Measures and Risk Management, Previous Event Experience, and Application Pledge

Write in detail about the safety measures and risk management in place/planned for the (1) event preparation phase, and the (2) event implementation phase.

*If food will be served, describe any measures/precautions in place.

*If overseas travel will occur, describe safety measures/precautions in place for organizers and participants.

*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 safety precautions, etc. in place for ①the project's preparation phase and ②project implementation phase.
 ※400 characters or longer if written in Japanese, and 225 words or longer if written in English

Enter the word count here

(words)

Past experience of the applicant or group at holding events (projects, events, including history of selection for financial aid funding for events, etc.)

●History of selection for event funding

Name of financial aid	Description of event	AY/Semester selected	Value (JPY)
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If you or your group has been selected for the financial aid before, enter the information for those previously selected events here

●Past events held

Event name	Description of event	AY/Semester selected	No. of participants
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If you or your group has held events in the past unrelated to the financial aid, enter the information for those events here

【Application Pledge】

Read the following and enter your signature afterwards (typed; signing by hand not required).

I/Our group fully understand the contents of the Ritsumeikan University Financial Aid for Intercultural Exchange Application Guidelines, Handbook for Implementing Financial Aid, and the Regulations, and hereby apply for the Ritsumeikan University Financial Aid for Intercultural Exchange.

If selected, I/we will take responsibility to see through to the end the planning and implementation of our project, in compliance with the advice, instruction, and rules established by the university.

I/we also understand that selection may be revoked and any payment of financial aid may be returned should I/we violate any of the points stipulated in the Regulations.

【Signature section】

Enter the date of completion of the "Signature section"

Date

Name of Person Responsible for this Project

Group Name (leave blank if individual applicant)

Name should be as written on student ID card. For groups, also enter the Group Name using the official registered name of the group