

## Check List for Meiji University Study Abroad Encouragement Subsidy Application Documents (Tuition Subsidy)

(Including Expenses Subsidy)

Name		Date	year	month	date
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<input type="checkbox"/>	① <b>Check List for Meiji University Study Abroad Encouragement Subsidy Application Documents (Tuition Subsidy)</b>
<input type="checkbox"/>	② <b>Application Form for Meiji University Study Abroad Encouragement Subsidy (Tuition Subsidy) (Designated Form)</b> <input type="checkbox"/> A4 size, single-sided printing <input type="checkbox"/> Written by PC (Except for "5.Pledge") , with all columns are filled out.
<input type="checkbox"/>	③ <b>Statement of Purpose (Study Abroad Plan)</b> <input type="checkbox"/> <b>A4 size, single-sided printing</b> , up to 2 pages, written by PC (Handwritten one is not accepted) <input type="checkbox"/> Write the statement in English (800~1,000 words). <input type="checkbox"/> Leave blank spaces (1.5 cm or more) on both sides and use 10.5 point letters. <b>Specify the number of words at the bottom.</b> Those without sufficient number of words will be considered to be incomplete.) <input type="checkbox"/> Title the document "Statement of Purpose (Study Abroad Plan)" and make sure to write your School/ Graduate School, year, and your name on the upper right. <input type="checkbox"/> Mention your goal of studying abroad and other activities as well as studying plan. (If you write the application forms after completing the program, mention your planned goal and its achievement.)
<input type="checkbox"/>	④ <b>Scholastic Record</b> <input type="checkbox"/> With the record showing the credits and records up to 2019 fall semester ※ It must be downloaded from Oh-o! Meiji <b>by August 19th, 2020</b> . Not that it cannot be downloadable after August 20th. International Student Office would not be able to deal with the situation after August 20th. Academic Transcript issued by the automated machine on campus is not acceptable.
<input type="checkbox"/>	⑤ <b>Photocopy of an acceptance letter issued by the host institution</b> <input type="checkbox"/> <b>Duration of study abroad program is specified and highlighted.</b> (I-20 or DS2019 for studying abroad in the USA is acceptable. If the study abroad period is not specified, the document is regarded as incomplete.) <input type="checkbox"/> Attach translation (by the applicant) if the acceptance letter is in other language than Japanese/English.
<input type="checkbox"/>	⑥ <b>Photocopy of invoice (with the tuition stipulated)</b> <input type="checkbox"/> Attach translation (by the applicant) if the invoice is in other language than Japanese/English. <input type="checkbox"/> Name of applicants are specified. <input type="checkbox"/> <b>Tuition is specified and highlighted.</b> (Only for tuition. Facility use charges, registration charges, and other fees are not considered in this subsidy.) <input type="checkbox"/> Attach documents which show the details of tuition fees. (If you make a bulk payment through a study abroad agent or a mediation company, ask the agent to issue documents which show details of tuition fees and submit it as proof documents.) <b>If the tuition fees are not clearly specified, application will be excluded.</b> ※ If tuition fees are not specified on the invoice or you have not received any invoice yet, submit documents which show the amount of the tuition and payment schedule.(refer to "⑨")
<input type="checkbox"/>	⑦ <b>Proof documents which show the payment is completed (receipts, credit card statement, etc.)</b> <input type="checkbox"/> Attach translation (by the applicant) if the invoice is written in other language than Japanese/English. <input type="checkbox"/> If submitting the credit card statement, highlight the payment of the tuition. The rest may be redacted. <input type="checkbox"/> The payment must be completed by the applicant himself/herself or the guarantor. If another person's name is shown in the document, specify the relationship.
<input type="checkbox"/>	⑧ <b>Statement of reasons (Free format, necessary only if applicants are not able to submit ⑥ or/and ⑦ at the time of application.)</b> <input type="checkbox"/> Write the reason for not being able to submit the relevant document. <input type="checkbox"/> Write the schedule of the payment designated by the the host institution and the intend date of document submission. <input type="checkbox"/> Write your School/Graduate School, year, class, number, student ID, name and host institution.
<input type="checkbox"/>	⑨ <b>Documents which show the amount of the tuition and the schedule of payment. (Only if payment is incomplete.)</b> <input type="checkbox"/> Tuition and the schedule of payment are specified. (Webpage, brochure, letters etc.) <input type="checkbox"/> <b>Highlight the tuition and the schedule.</b> <input type="checkbox"/> Attach translation (by the applicant) if the document is in other language than Japanese/English.
<input type="checkbox"/>	⑩ <b>Request Form for Bank Transfer (Designated Form)</b> <input type="checkbox"/> The bank account owner should be the applicants themselves and only Japanese banks are acceptable.
<input type="checkbox"/>	⑪ <b>Photocopies of bank account book (A4 size. Both front covered page and the first page.)</b> <input type="checkbox"/> If the bank doesn't provide any bank account book (e.g. Shinsei bank), attach a copy of website which shows your bank account information (make sure name of account holder, bank account number and branch number are listed.)
<input type="checkbox"/>	<b>[Confirmation] I have completed the designated online application with Oh-o! Meiji system.</b>
<input type="checkbox"/>	<b>[Confirmation] I confirm all documents are complete without any miswriting and all documents are ready to submit.</b>