

## Check List for Meiji University Study Abroad Encouragement Subsidy Application Documents (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 (Expenses Subsidy)</b>
<input type="checkbox"/> ② <b>Application Form for Meiji University Study Abroad Encouragement Subsidy (Expenses 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. Those without sufficient number of words will be considered to be incomplete.</b> <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 <u>showing the credits and records up to 2019 fall semester</u> ※ 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>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"/> ⑦ <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>