

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

[Including Expenses Subsidy, Meiji University Parents Association Union Study Abroad Subsidy (only for undergraduate students)]

Name		Date	year	month	date
------	--	------	------	-------	------

- ① **Application Form for Meiji University Study Abroad Encouragement Subsidy (Tuition Subsidy) (Designated Form)**
- A4 size, single-sided printing
  - Written by PC (Except for "5.Pledge") , with all columns are filled out.
- 
- ② **Statement of purpose (Study Abroad Plan)**
- A4 size, single-sided printing**, up to 2 pages, written by PC (Handwritten one is not accepted)
  - Write the statement in English (800~1,000 words).
  - Leave blank spaces (1.5 cm or more) on both sides and use 10.5 point letters. **Specify the number of words at the bottom.** Those without sufficient number of words and/or without listing the total number of words will be considered to be incomplete.
  - 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.
  - 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.)
- 
- ③ **Scholastic Record**
- With the record showing the credits and records by 2016 fall semester
    - ※ Record should be downloaded and printed out from Oh-o!Meiji **by the end of July, 2017**. Make sure to download as soon as possible because it would be not downloadable after August. Note that the International Student Office would not be able to deal with the situation after August. Academic Transcript which is issued from an automated machine on campus is not acceptable.
- 
- ④ **Photocopy of an acceptance letter issued by the host institution**
- Duration of study abroad program is specified and highlighted.** (1-20 or DS2019 for studying abroad in the USA is acceptable. If the study abroad period is not specified, the document is regarded as incomplete.)
  - Attach a translated copy (translated by the applicants) if the acceptance letter is written in other languages than Japanese and English.
- 
- ⑤ **Photocopy of invoice (with the tuition stipulated)**
- Attach a translated copy (translated by the applicants) if the invoice is written in other language than Japanese and English.
  - Name of applicants are specified.
  - Tuition is specified and highlighted.** (Only for tuition. Facility use charges, registration charges, and other fees are not considered in this subsidy.)
  - 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.) **If the tuition fees are not clearly specified, application will be excluded.**
    - ※ For SAF study abroad programs, "Letter for Tuition" issued by SAF will be accepted.
    - ※ If tuition fees are not specified on the invoice or you have not received any invoice yet, submit some documents which show the amount of the tuition and payment schedule.(refer to "⑦")
- 
- ⑥ **Proof documents which show the payment of tuition is completed (Photocopy of receipts or specifications etc.)**
- Attach a translated copy (translated by the applicants) if the invoice is written in other language than Japanese and English.
  - If the payment is completed by credit card, attach a photocopy of specifications for the credit card. (Mark on the details of the payment of the tuition. You can hide other points with black.)
  - The payment is completed by applicants themselves or their guarantor. If other person completed it, write the

relationship with the applicants in a space.

- ⑦ **A written statement of reasons (Free format, necessary only if an applicants are not able to submit either ⑤ or ⑥ regarding tuition fees or both of them when making an application.)**
- Write the reason why the applicant cannot submit any invoice nor receipt as well as the schedule of of the payment designated by the the host institution and an estimated date of submission.
  - Write your School/Graduate School, year, class, number, student ID, name and host institution.
- ⑧ **Proof documents which show the tuition of the institution and schedule of payment. (Only if the applicant has not competed the payment.)**
- Tuition and the schedule of payment are specified. (Photocopy of HP, brochure, letters etc. will be accepted.)
  - Marked on the tuition.**
  - Attach a translated copy (translated by the applicants) if the invoice is written in other language than Japanese and English.
- ⑨ **Request Form for Bank Transfer (Designated Form)**
- The bank account owner should be the applicants themselves and only Japanese banks are acceptable.
- ⑩ **Photocopies of bank account book (A4 size. Both front covered page and the first page.)**
- If the bank doesn't provide any bank account book (e.g.: Shinseki bank), attach a photocopy of your cash card (make sure bank account number and branch number are listed.)
- 【Confirmation】**  
I confirmed all documents are completed without any miswriting and all documents are ready to submit.