

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

〔Including Meiji University Parents Association Union Study Abroad Subsidy (only for undergraduate students)〕

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

<input type="checkbox"/> ① Application Form for Meiji University Study Abroad Encouragement Subsidy (Expenses Subsidy) (Designated Form) <input type="checkbox"/> A4 size, single-sided printing <input type="checkbox"/> Written by PC (Except "3.Pledge") , Filled in all columns
<input type="checkbox"/> ② Statement of purpose (Study Abroad Plan) <input type="checkbox"/> A4 size, single-sided printing , 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. Specify the number of words at the bottom. <u>Those without sufficient number of words and/or without listing the total number of words will be considered to be incomplete.</u> <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"/> ③ Scholastic Record <input type="checkbox"/> With the record <u>showing the credits and records by 2016 fall semester</u> ※ 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.
<input type="checkbox"/> ④ Photocopy of acceptance letter issued from host institution <input type="checkbox"/> Duration of study abroad program is specified and highlighted. (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 a translated copy (translated by the applicants) if the acceptance letter is written in other languages than Japanese and English.
<input type="checkbox"/> ⑤ Request Form for Bank Transfer (Designated Form) <input type="checkbox"/> The bank account owner should be applicants themselves and Japanese bank.
<input type="checkbox"/> ⑥ Photocopy of bank account book (A4 size. Both front covered page and the first page.) <input type="checkbox"/> 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.)
<input type="checkbox"/> [Confirmation] I confirmed all documents are completed without any miswriting and all documents are ready to submit.

end