

Application Guideline for Scholarships and Meiji University Tuition Assistance (Reduction) Program for Privately Financed International Students Enrolled in AY 2018

March 2, 2018

1. Eligibility (Applicants must meet all the requirements)

Monbukagakusho Honors Scholarship	Meiji University Scholarship for Privately Financed International Students	Meiji University Tuition Assistance (Reduction) Program					
<p>(1) Students with excellent personality, outstanding academic results and have difficulties in continuing studies for financial reasons.</p> <p>(2) Holding resident status of “Student” (including those in the process of changing the status to “Student.”) *Privately financed international students enrolled in a regular course of Meiji University. (excluding exchange students.)</p> <p>(3) Students who satisfy one of the following requirements. *Following requirements do NOT apply for a student who has been selected as a candidate of the Reservation Program for the Monbukagakusho Honors Scholarship for Privately-Financed International Student.</p> <p style="margin-left: 20px;">a. Undergraduates: 2nd year or above b. Graduates(Master’s program, Professional graduate program): 2nd year *EXCEPT students admitted in the fall semester and expected to complete the course in September 2018 c. Graduates (Doctoral Program): any year</p> <p>(4) <u>GPA (JASSO scale) earned in the last academic year</u> is as below and to be kept through the scholarship duration. <u>Undergraduates/Graduates: 2.30 or above</u> *Above requirements do not apply to a student who has been selected as a candidate of the Reservation Program for the Monbukagakusho Honors Scholarship for Privately-Financed International Student. *Newly admitted students of Doctoral Program must Calculate GPA (JASSO scale) by using the grades of the final year of previous attending school.</p> <p><Method for calculating GPA (JASSO scale) of the last academic year> (*round off to the third decimal places)</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="background-color: #ffff00;">Grade</td> <td>S · A (100-80 points)</td> <td>B (79-70 points)</td> <td>C (69-60 points)</td> <td>F (59-0 point(s))</td> </tr> </table> <p><Calculation Formula></p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> $\frac{(\text{Number of credits with S or A}) \times 3 + (\text{Number of credits with B}) \times 2 + (\text{Number of credits with C}) \times 1 + (\text{Number of credits with F}) \times 0}{\text{Total number of credits with evaluation points (registered in the last academic year)}} = \text{GPA (JASSO scale)}$ </div>	Grade	S · A (100-80 points)	B (79-70 points)	C (69-60 points)	F (59-0 point(s))	<p>■ <u>Graduate students admitted in the fall semester and expected to complete the course in September 2018:</u> Meet the following requirements in Spring 2018.</p> <p>■ <u>Students except the above:</u> Meet the following requirements in Fall 2018.</p> <p>(1) Students with excellent personality, outstanding academic results and have difficulties in continuing studies for financial reasons.</p> <p>(2) Holding resident status of “Student” (including those in the process of changing the status to “Student.”) *Privately financed international students enrolled in a regular course of Meiji University. (excluding exchange students.) *Students who lost the resident status of “Student” due to participation in the study abroad programs (Nintei-ryugaku or Kyoutei-ryugaku) are eligible to apply.</p> <p>(3) Students who satisfy one of the following requirements a. Undergraduates: 2nd year or above b. Graduates(Master’s program, Professional graduate program): any year c. Graduates(Doctoral Program): any year</p> <p>*The number of times students are allowed to apply for this scholarship is as follows; ● Undergraduates : up to 3 times ● Graduates(Master’s program, Professional graduate program): up to 2 times ● Graduates(Doctoral Program) : up to 3 times</p> <p>(4) The latest cumulative GPA earned: <u>Undergraduates: 2.00 or above / Graduates: 3.00 or above</u> (Only for Graduate School of Professional Accountancy: 1.70 or above)</p> <p>(5) Undergraduate students need to obtain the number of credits as below.</p> <p style="text-align: center;">Required number of credits =Number of enrollment semesters×15 credits</p> <p>(6) Students receiving other scholarships in AY 2018: the total amount of scholarships granted each month must be less than JPY 25,000/ month.</p> <p>(7) Students repeating a school year in AY 2018 or expected to be on a leave of absence in Fall 2018 are NOT eligible. *Students who repeat a year due to a leave of absence in the</p>	<p>(1) Students with excellent personality, outstanding academic results and have difficulties in continuing studies for financial reasons.</p> <p>(2) Holding resident status of “Student” (including those in the process of changing the status to “Student.”) *Students who lost the resident status of “Student” due to participation in the study abroad programs (Nintei-ryugaku or Kyoutei-ryugaku) are eligible to apply. *Privately financed international students enrolled in a regular course of Meiji University. (excluding exchange students.)</p> <p>(3) The cumulative GPA up till the previous academic year: <u>Undergraduates: 2.00 or above / Graduates: 3.00 or above</u> (Only for Graduate School of Professional Accountancy: 1.70 or above) *GPA is not a requirement for newly admitted students.</p> <p>(4) The number of credits earned in the previous academic year as follows; ● Undergraduate students (except newly admitted students): 20 credits or more ● Undergraduate students admitted in Fall 2017 or students who are re-enrolling for AY 2018 who attended only one semester before the absence : 10 credits or more ● Graduate students: N/A</p> <p>(5) The allowance sent from the student’s financial supporter may not exceed JPY 90,000 per month on average (excluding admission and tuition fees). In case <u>student’s supporter is residing in Japan</u>, the annual income must be less than JPY 5,000,000.</p> <p>(6) NOT receiving Meiji University International Students Incentive Scholarship Program and Meiji University Special Grant for Privately Financed International Students.</p> <p>(7) Students who are not repeating a school year in AY 2018 and on a leave of absence from school in Spring 2018 are NOT eligible. *Students who repeat a year due to a leave of absence in the previous academic year may be eligible. Please contact International Student Offices by Tue. April 10, 2018. *There will be an application process in October for students who are on a leave of absence from school in the spring semester and re-enrolling in September.</p> <p>(8) Students who are NOT under disciplinary action in the AY 2018.</p>
Grade	S · A (100-80 points)	B (79-70 points)	C (69-60 points)	F (59-0 point(s))			

	previous academic years may be eligible. Please contact International Student Office by Tue. April 10, 2018.	*Students are not eligible for assistance when they withdraw, are expelled or under disciplinary action from the university after applying for assistance. Once students withdraw from the university, students are not eligible for the assistance for AY 2018, even though the withdrawals were to be canceled.
Monbukagakusho Honors Scholarship	Meiji University Scholarship for Privately Financed International Students	Meiji University Tuition Assistance (Reduction) Program
<p>(5) Undergraduate students need to obtain the number of credits as below at the time of their application.</p> <p style="text-align: center;"><u>Required number of credits</u> <u>=Number of enrolled semesters×15credits</u></p> <p>*This is NOT a requirement for a student who has been selected as a candidate of the Reservation Program for the Monbukagakusho Honors Scholarship for Privately-Financed International Students.</p> <p>(6) The allowance sent from the student's financial supporter may not exceed JPY 90,000 per month on average (excluding admission and tuition fees). In case <u>student's supporter is residing in Japan, the annual income must be less than JPY 5,000,000.</u></p> <p>(7) NOT receiving other scholarships which prohibit receiving the Monbukagakusho Honors Scholarship at the same time.</p> <p>(8) Students who can cooperate with the survey regarding career. The survey will be conducted after being awarded the scholarship.</p> <p>(9) Students on a leave of absence from school, repeating the year in the AY 2018 or expected to do so are NOT eligible. *Students who repeat a year due to a leave of absence in the previous academic year may be eligible. Please contact the International Student Office by Tue. April 10, 2018.</p> <p>(10) Students who are NOT under disciplinary action in the AY 2018.</p>	<p>(8) Students who are NOT under disciplinary action in the AY 2018.</p> <p>(9) Students who received Meiji University Scholarship for Privately Financed International Students (Type 1) in AY 2017 and did not submit the report by the designated deadline are NOT eligible.</p> <p>(10) NOT receiving Graduate School Research Honors Scholarship (including students who have received the scholarship in the past.) Students who are selected as a recipient of this scholarship are NOT eligible.</p>	

2. Application Period and documents to be submitted

Preliminary Consultation Period	<p>[Preliminary Consultation Period] <u>Mon. April 2 to Tue. April 10</u></p> <p>Students with any questions about the application are strongly recommended to visit the International Student Office during Preliminary Consultation Period to consult unclarified issues in advance. <u>If students do not consult unclarified issues during this period, the International Student Office will not consider documents that are submitted incomplete.</u></p> <p><u>*If it is difficult to submit the required documents during the application period due to unavoidable circumstances, students must visit the International Student Office in advance and submit required documents with "Statement of Reasons for Pre-application" (designated form) during Preliminary Consultation Period. The form, "Statement of Reasons for Pre-application," is available at International Student Offices.</u></p>
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(1) Application Period: Wed. April 11 to Sat. April 14

***9:00AM-11:30AM, 12:30PM-5:00PM (Be punctual. Late submission will not be accepted.) * 8:30AM-12:00PM on Sat. April 14**

•Only Surugadai Campus office is open on Sat. April 14. Please note that student can not apply at other campus on this day.

•Please check the time table below, and submit the required documents during the designated time according to your year in school (marked as ○). Only if it is difficult to submit the documents during the designated time because of attendance of class or other unavoidable circumstances, you can submit them during a time window for another school year instead.

•The offices on Fri. April 13 and Sat. April 14 are expected to be crowded and students may need to wait for a long time to submit the required documents. The documents will not be accepted if they are found to be incomplete even if a student waits in line for a long time. Therefore, please submit the documents as early as possible.

		Wed. April 11		Thu. April 12		Fri. April 13		Sat. April 14
		AM 9:00-11:30	PM 12:30-5:00	AM 9:00-11:30	PM 12:30-5:00	AM 9:00-11:30	PM 12:30-5:00	AM 8:30-12:00 ※Only Surugadai Campus
Under graduates	Freshman	○			○	○		○
	Sophomore		○	○			○	○
	Junior	○			○	○		○
	Senior		○	○			○	○
Graduates	Master's program, Professional graduate program year 1	○			○	○		○
	Master's program, Professional graduate program year 2		○	○			○	○
	Doctoral Program All years	○	○	○	○	○	○	○

(2) Where to submit:

- Surugadai Campus: International Student Office (2F, Global Front) Monday to Friday: 9AM to 5PM (closed 11:30 to 12:30) / Saturday: 8:30AM to 12:00(noon)
- Izumi Campus: International Student Office (1F, Building No.1) Monday to Friday: 9AM to 5PM (closed 11:30 to 12:30)
- Ikuta Campus: International Student Office (1F, Central Building) Monday to Friday: 9AM to 5PM (closed 11:30 to 12:30)
- Nakano Campus: Nakano Campus Administrative Office (3F, Low-rise Wing) Monday to Friday: 9AM to 5PM (closed 11:30 to 12:30)

*For those who are participating in study abroad programs (Nintei-ryugaku or Kyoutei-ryugaku) can submit the application documents by mail.

(It has to arrive at the following address no later than Sat. April 14, 2018. Students must use a delivery service with a tracking system such as EMS.)

Address: To Scholarship Desk, International Student Office, Meiji University, Global Front 2F, 1-1 Kanda Surugadai, Chiyoda-ku, Tokyo 101-8301 JAPAN

(a) **Application Sign Up Form for Financial Aid** (designated form)

(b) **Application Form for Financial Aid** (designated form)

(c) **Photocopy of Residence Card** (both sides)

(*Please attach it on the application form. Students who are in the process of changing the residence status to "Student" must submit the photocopy of Residence Card again after completing the changing procedure.)

(d) **Study/Research plan** (designated form)

(e) **Academic Transcript**

(i) Newly admitted students (Undergraduate / Graduate(excluding Doctoral Program)) : N/A

(ii) Students enrolled in AY 2017 : Academic transcript must list academic records up till Fall 2017. *Print out from the **Oh-o! Meiji portal site**. Official transcript is unacceptable.

(iii) Newly admitted students of Doctoral Program : Academic Transcript at the completion of the previous institution

*Students who belong to Graduate School of Science and Technology of Doctoral Program must visit the International Student Office during Preliminary Consultation Period (Mon. April 2 to Tue. April 10).

(f) **Statement of Housing Situation** (designated form)

(g) **Photocopy of a Rental housing agreement**

*Submit the pages that include the name of renter, the period of stay, and the house rent. Highlight those three items with a marker. Please write your name, student ID number, and your school on the upper right corner of the document.

(h) **Request for Bank Transfer** (designated form)

(*Applicants for Monbukagakusho Honors Scholarship : Only JP Post Bank (**Yucho Bank**) is accepted. Please attach the copy of bank book.)

*Students who cannot open a bank account by the application period due to the bank procedure must submit the copy of receipt 預引証 (兼引換証) that the bank issues. Please submit the Request for Bank Transfer (designated form) as soon as the bank account is opened.

(i) **Registration form for the interview** (Monbukagakusho Honors Scholarship) (designated form)

*Only for Doctoral Program students who apply for Monbukagakusho Honors Scholarship.

(j) **"Certificate of income and withholding tax" or "certificate of tax payment"** that states your financial supporter's annual income of FY 2017.

*Only for students whose financial supporter is residing in Japan.

(k) **Reservation Notice** for Monbukagakusho Honors Scholarship for Privately-Financed International Students

(平成 30 年度春季入学採用文部科学省外国人留学生学習奨励費給付予約決定通知書)

*Only for undergraduate students who have been selected as candidates for the Reservation Program for the Monbukagakusho Honors Scholarship for Privately-Financed International Students by JASSO

***To complete the documents, students must use a black pen and must NOT use erasable pens. Draw two lines over each error and stamp a signature seal (*inkan*) when correcting errors (Do not use white out).**

***Documents must be submitted by the applicant him/herself. Meiji University does NOT allow application by a proxy.**

	Monbukagakusho Honors Scholarship	Meiji University Scholarship for Privately Financed International Students	Meiji University Tuition Assistance (Reduction) Program																		
Outline and Purpose	To support privately financed international students with excellent personality, outstanding academic results and have difficulties in continuing studies for financial reasons. By granting the scholarship, the Japanese government expects students to study even harder, promote educational exchanges and foster the partnership between Japan and other countries.	To support international students with high academic motivation and considered to be in need of financial support for education.	To reduce the financial burden of privately financed international students in order to help them continue their studies by reducing tuition fees.																		
Monthly Stipend • Amount/Assistance Rate	48,000 JPY / month (Tentative)	50,000 JPY / month	<p>Notification of assistance rate will be posted on the Oh-o! Meiji system and home pages in early-July.</p> <ul style="list-style-type: none"> • <u>The maximum assistance rate is shown as below. Due to the limited budget, students may not be selected as recipients of tuition assistance even though they meet the requirements.</u> • <u>The assistance rate referred in the chart below is the “maximum” assistance rate. The actual rate may be determined to be lower.</u> • This assistance (reduction) only applies to "tuition fees." <table border="1"> <thead> <tr> <th>Year in school</th> <th>G P A</th> <th>Maximum assistance rate</th> </tr> </thead> <tbody> <tr> <td>Newly admitted Undergraduate/ Graduate students</td> <td>N/A</td> <td>30%</td> </tr> <tr> <td>M2 or above / D2 or above (Graduate)</td> <td>3.0 or above (1.7 or above only for students in the GS of Professional Accountancy)</td> <td>30%</td> </tr> <tr> <td rowspan="4">2nd to 4th year students (Undergraduate)</td> <td>3.0 or above</td> <td>40%</td> </tr> <tr> <td>2.5 or above, less than 3.0</td> <td>35%</td> </tr> <tr> <td>2.0 or above, less than 2.5</td> <td>25%</td> </tr> <tr> <td>Less than 2.0</td> <td>None</td> </tr> </tbody> </table>	Year in school	G P A	Maximum assistance rate	Newly admitted Undergraduate/ Graduate students	N/A	30%	M2 or above / D2 or above (Graduate)	3.0 or above (1.7 or above only for students in the GS of Professional Accountancy)	30%	2nd to 4th year students (Undergraduate)	3.0 or above	40%	2.5 or above, less than 3.0	35%	2.0 or above, less than 2.5	25%	Less than 2.0	None
Year in school	G P A	Maximum assistance rate																			
Newly admitted Undergraduate/ Graduate students	N/A	30%																			
M2 or above / D2 or above (Graduate)	3.0 or above (1.7 or above only for students in the GS of Professional Accountancy)	30%																			
2nd to 4th year students (Undergraduate)	3.0 or above	40%																			
	2.5 or above, less than 3.0	35%																			
	2.0 or above, less than 2.5	25%																			
	Less than 2.0	None																			

Payment - Implementation Method	Transferred to JP Post Bank (Yucho Bank) account.	Transferred to the designated bank account	Students who receive the tuition assistance for both Spring and Fall Semesters	The total amount of tuition assistance will be deducted from the fall semester's tuition payment slip. Students are required to pay a full amount of tuition for the spring semester.
			Students who receive the tuition assistance only for Spring Semester and are taking a leave of absence in Fall semester	Students who attend the spring semester in 2018 but are taking a leave of absence in the fall semester should submit the application for the leave of absence to the school office they belong to and pay the fees by November 20. After completing this process, the amount of tuition assistance for the spring semester will be transferred to the bank account entered in the "Request for Bank Transfer." *DO NOT close the bank account until the money has been transferred to the bank account.
			Students who receive the tuition assistance only for Spring Semester and graduate in September	After confirming their graduation in early-September, the amount of tuition assistance will be transferred to the bank account entered in the "Request for Bank Transfer." The date of payment is expected to be in mid-September. *DO NOT close the bank account until the money has been transferred to the bank account.
Duration	April 2018 to March, 2019 (up to 12 months)	<p>(1) Graduate students admitted in the fall semester and expected to complete the course in September 2018: April 2018 to September 2018 (up to 6 months)</p> <p>(2) Other students: October 2018 to March 2019 (up to 6 months)</p>	/	
Number of Nominees	<p style="text-align: center;"><u>Undergraduates: (TBA) / Graduates: (TBA)</u></p> <p>*Number of nominees may be less than the previous year. *Nominees by the university are NOT guaranteed as recipients. The final decision is made by JASSO. (Numbers of scholars in AY 2017:23 undergraduates and 11 graduates *including the number of the recipients in Fall Semester AY 2017</p>	<p>160 total (Undergraduates and Graduates) (Tentative)</p>	/	

Cancellation of Scholarship	<p>Scholarship award is canceled in any of the following cases;</p> <ol style="list-style-type: none"> (1) If the recipient's resident status of "Student" changes to other status. (2) If the application documents are found to contain falsehoods. (3) If the recipient transfers to another university or leaves Meiji University. (4) If the recipient receives punishment such as suspension or expulsion by the university. (5) If the recipient's academic results are extremely poor. (6) If the recipient is deemed to be inappropriate for the scholarship award. (7) <u>If the recipient does not confirm his/her enrollment by affixing his/her signature as a proof for two months in a row.</u> (8) If the recipient takes a leave of absence from school or studies abroad. 	<p>Scholarship award is canceled in any of the following cases and the university may request a refund;</p> <ol style="list-style-type: none"> (1) If the recipient's resident status of "Student" changes to another status. *After being selected, the recipients need to present their residence card when submitting the pledge (designated form). This is to check there is no change in their resident status. (2) If the recipient takes a leave of absence from school or is expelled. (3) If the application documents are found to contain falsehoods. (4) If the recipient is deemed to be inappropriate for the scholarship award for any other reason. (5) If the recipient receives punishment by the university. 	<p>Tuition Assistance (Reduction) is canceled in any of the following cases and the university may request a refund;</p> <ol style="list-style-type: none"> (1) If the recipient's resident status of "Student" changes to another status. (2) If the application documents are found to contain falsehoods. (3) If the recipient is expelled from school or receives punishment by the university. (4) If the recipient receives poor attendance and low academic results, and it may negatively affect his/her degree completion. (5) If the recipient is deemed to be inappropriate for Tuition Assistance (Reduction) for any other reason.
Obligations	<p>All recipients are required to affix his/her signature to verify their enrollment by the due date every month. Affix period for May: Early-May to Mid-May(Tentative) Details will be announced later via Oh-o! Meiji system. If a recipient does not affix his/her signature during the affix period for May, the scholarship award will be canceled.</p>	<p>All recipients are required to submit a "Study Report (designated form)." Those who do not submit the report by the designated deadline will not be eligible to apply for this scholarship for the next academic year. (The details will be announced later.)</p>	/

3. Screening

	Monbukagakusho Honors Scholarship	Meiji University Scholarship for Privately Financed International Students		Meiji University Tuition Assistance (Reduction) Program
Screening Process	<ul style="list-style-type: none"> • Undergraduates and graduates (Master's Program/Professional Graduate program) : A screening will be conducted based on the academic result and the submitted documents, etc. • Graduates (Doctoral Program): A screening will be conducted based on the academic result, submitted documents and an interview, etc. Meiji University will conduct an interview on Sat. April 21, 2018. <p>*Details will be announced by Thu. April 19, 2018, via Oh-o! Meiji system.</p>	<p>(1) Graduate students admitted in the fall semester and expected to complete the course in September 2018</p>	<p>(2) Students other than "(1)"</p>	<p>The reduction rate of tuition fees will be determined based on GPA. Due to the limited budget, students may not be selected as recipients of tuition assistance even though they meet all the eligibility requirements.</p>
		<p>Will be screened based on the latest academic record (up till AY 2017 Fall Semester).</p>	<p>Will be screened based on the latest academic record (up till AY 2018 Spring Semester).</p>	

Announcement of Screening Results	Early to mid-May (TBA) *via Oh-o! Meiji system	By the last day of July (TBA) *via Oh-o! Meiji system *All recipients are required to submit predetermined pledge after Announcement of Screening Results. The details will be announced later.	By the late October to the early November (TBA) *via Oh-o! Meiji system *All recipients are required to submit predetermined pledge after Announcement of Screening Results. The details will be announced later.	Mid to late-July (TBA) *via Oh-o! Meiji system
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4. Handling of Personal Information

Meiji University will use the submitted personal information only for the purpose of scholarship related matters, including screening, decision-making process, and related office work in compliance with Meiji University Educational Foundation Personal Information Protection Policy and Personal Information Protection Law and Regulations. Any personal information will be provided to the third party in compliance with laws and regulations, and never be used for other purposes.

5. Notes

Monbukagakusho Honors Scholarship	Meiji University Scholarship for Privately Financed International Students	Meiji University Tuition Assistance (Reduction) Program
<p>(1) <u>JASSO may change the eligibility and other requirements.</u> If any changes are made, the details will be announced via Oh-o! Meiji system and bulletin boards.</p> <p>(2) Any applicants who are found to be ineligible after completing the application procedure will be disqualified from the screening.</p> <p>(3) If any vacancies occur after the screening, additional recipients will be selected among the eligible applicants.</p> <p>(4) Meiji University will contact students via Oh-o! Meiji system. Please make sure to check it frequently.</p>	<p>(1) Any applicants who are found to be ineligible after completing the application procedure will be disqualified from the screening.</p> <p>(2) Meiji University will contact students via Oh-o! Meiji system. Please make sure to check it frequently.</p> <p>(3) Graduate students can NOT receive both Graduate School Research Honors Scholarship and Meiji University Scholarship for Privately Financed International Students. If a graduate student is selected as a recipient of Graduate School Research Honors Scholarship, (including students who have received the scholarship in the past.) the student cannot be selected as a recipient of Meiji University Scholarship for Privately Financed International Students.</p>	<p>(1) Any applicants who are found to be ineligible after completing the application procedure will be disqualified from the screening.</p> <p>(2) Students who have not paid tuition fees for the spring semester cannot receive tuition assistance.</p> <p>(3) Meiji University will contact students via Oh-o! Meiji system. Please make sure to check it frequently.</p>