

## AY2024 Financial Support for the Graduate Students 【Application Guide】

Meiji University Graduate Schools provide the following financial support programs to graduate students. If you would like to apply, please follow this application guide.

### 【Common notes for all the Financial Supports】

- \*Those who apply for the following financial supports must complete the research ethics education of “APRIN e-learning program” before the application; except for Financial Support for Taking Foreign Language Proficiency Tests and Financial Support for Tuition Fee of Language Classes
- \*Students who are taking a leave of absence from the graduate school cannot receive financial support. Re-enrolled students who are submitting their theses, non-degree students, auditing students, research students, and exchange students are also not eligible.
- \*Progress and results of research activities benefitted by these financial support may be released on the Graduate Schools' website. However, names and research results in need of confidentiality will not be released.
- \*Students who reside in Japan and have a Japanese bank account are eligible for these financial supports.
- \*The payment must be made by the applicant and should not be paid by others.
- \*Applications will be closed when the application exceeds the budget for this program.
- \*These programs are subject to change in the next academic year or later.

### ***I. Financial Supports without screening***

Programs	Details
<b>Financial Support for Research Presentation at Conference</b>	<p>This support is available to those who give presentations at international conferences or domestic conferences registered with the Science Council of Japan.</p> <p>Students can apply for 1 overseas and 2 domestic conferences, or 3 domestic conference within one year.</p> <p>◆Registration fee (Maximum): ¥30,000</p> <p>◆Transportation fee (Maximum):            《for domestic》 ¥30,000            《for international》 Depends on conference region.</p> <p style="text-align: center;"><u>Doctoral Course students</u>            ¥ 100,000, ¥ 80,000, ¥ 50,000</p> <p style="text-align: center;"><u>Master Course students</u>            ¥ 80,000, ¥ 60,000, ¥ 40,000</p> <p>*The temporary measures for COVID-19 to increase the</p>

	<p>maximum number and amounts of supports have expired by the end of the academic year 2023.</p> <p>*Different rules apply to Research Associates (Joshu). Contact the Graduate School Office for details.</p>
<p><b>Financial Support for Foreign Language Proficiency Test Fee</b></p>	<p>The full amount of test fee conducted in <a href="#">the academic year 2024</a> will be provided. Students can apply only once a year.</p> <p>* To apply for this financial support, the required documents must be submitted by the end of February 2025. Take tests in order to meet the deadline.</p> <p>【 Foreign Language Proficiency Tests covered by this financial support】</p> <p>English : TOEFL, TOEIC, IELTS  German : GOETHE-INSTITUT  Diploma Deutsch in Japan  German Proficiency Test  French : DELF-DALF, French Proficiency Test, TCF (c)  Chinese : HSK, Chinese Proficiency Test  Korean : Korean Proficiency Test, Hangul Proficiency Test  Spanish : Spanish Language Proficiency Test DELE  Russian : ТРКИ (Russian Language Proficiency Test)  Others :</p> <p>Please consult with the Graduate School Office about materials that provide an outline of the examination.</p>
<p><b>Financial Support for Academic Paper Publication</b></p>	<p>The publication costs of student's research paper (including open access publication) to a journal (including articles, and electronic media) will be reimbursed.</p> <p>*An applicant, a graduate student, has to be a responsible author (including the cases that the responsible author is supervisor and a graduate student is the lead author).</p> <p>◆Publication fee (Maximum) : ¥ 50,000  ◆Offprint (Maximum) : ¥ 10,000</p> <p>* Money transfer fees are not covered by this support.  * Manuscripts for oral presentation are not applicable.  * The amount of support will be decided depending on each application. In case manuscript fee is paid, the fee for offprint will not be reimbursed.</p>

	<p><b>【Application requirements】</b></p> <ul style="list-style-type: none"> <li>• Publication and Offprint fees should be paid (with date of receipt) between April 1, 2024 and February 28, 2025</li> <li>• The paper must be unpublished.</li> <li>• Students do not receive other financial support</li> </ul>
<p><b>Financial Support for Proofreading for Papers Written in Non-Native Language</b></p>	<p>Proofreading fee will be provided when a student contributes their paper to international academic periodicals. (including articles, journals, and electronic media) Students can apply only once a year.</p> <p>*An applicant, a graduate student, has to be a responsible author (including the cases that the responsible author is supervisor and a graduate student is the lead author).</p> <p>◆Proofreading fee (Maximum) : ¥ 50,000</p> <p>*Papers written in Japanese are not applicable.</p> <p>*Master's and doctoral dissertation are not applicable.</p> <p><b>【Application requirements】</b></p> <ul style="list-style-type: none"> <li>• The dates of delivery and payment for the proofreading service (with receipt dates) should be between April 1, 2024 and February 28, 2025.</li> <li>• The paper must be unpublished.</li> <li>• Students do not receive other financial support.</li> </ul>
<p><b>Financial Support for Tuition Fee of Language Classes</b></p>	<p>This support is available for students who are going to study abroad for one semester or one year under Meiji University's programs.</p> <p>Student can apply only once during enrollment.</p> <p>◆ Tuition fee of language classes (Maximum) : ¥ 50,000</p> <p>*Short-term study programs are not applicable.</p> <p>* Language classes to participate should be start and end within the academic year 2024.</p> <p><b>【Application requirements】</b></p> <ul style="list-style-type: none"> <li>• Recommendation of your supervisor</li> </ul>

## II. Financial supports with screening

Programs	Purpose
<p><b>Assistance Program for Overseas Research</b>            【Application period】 :  <a href="#">April 1, 2024</a> to <a href="#">April 15, 2024</a></p>	<p>This program is offered to those who wish to undertake research projects abroad for one to two weeks.</p> <p>* Overseas research in applicant's home country is not accepted.</p> <p>This support covers the following fees.</p> <p>① Roundtrip airfare (economy class)            ② Accommodation fee</p> <p>◆ Maximum amount of financial support: ¥500,000</p>
<p><b>Assistance Program for Domestic Research</b>            【Application period】 :  <a href="#">April 1, 2024</a> to <a href="#">April 15, 2024</a></p>	<p>This program is offered to those who wish to conduct research projects in Japan.</p> <p>This support covers the following fees.</p> <p>① Travel expenses            ② Accommodation fee            ③ Expenses for research investigation            ④ Expenses for document copy</p> <p>◆ Maximum amount of financial support: ¥150,000</p>
<p><b>Meiji University Support program to encourage doctoral students to conduct International Collaborative Research</b>            【Application period】 :            Early December 2024 to early February 2025 (to be confirmed later)</p>	<p>This program is applicable for doctoral students who plan to conduct collaborative research at an overseas institution with its researchers. This support also encourages graduate students to apply for “Overseas Challenge Program for Young Researchers” by Japan Society for the Promotion of Science (JSPS).</p>

\*Applicants may not apply for both “Assistance Program for Overseas Research” and “Assistance Program for Domestic Research” at the same time.

**III. Documents required for application (Application Deadline : February 28, 2025)**

	Required Documents	Notes
Financial Support for Research Presentation at Conference.	Contact the Graduate School Office for details	
Financial Support for Foreign Language Proficiency Tests	<input type="checkbox"/> Application form (Original and excel data) <input type="checkbox"/> Original receipt <input type="checkbox"/> Copy of test admission ticket <sup>※1</sup> <input type="checkbox"/> Copy of the official score certificate	<sup>※1</sup> In case a test admission ticket is not issued, submit the document showing that you have already applied. (Printout of website registration, etc.) Please make and save a photocopy of the test admission ticket before the testing date, as it may be collected on the day of your test.
Financial Support for Academic Paper Publication	<input type="checkbox"/> Application form (Original and excel data) <input type="checkbox"/> Original receipt <input type="checkbox"/> Submission rule <sup>※2</sup> <input type="checkbox"/> Summary <sup>※3</sup> <input type="checkbox"/> An offprint of the contribution <sup>※4</sup> <input type="checkbox"/> Evidence of your contribution's submission or Evidence to prove the acceptance of your contribution) <sup>※5</sup> <input type="checkbox"/> Meiji University Export Control Prior Inspection Sheet <sup>※6</sup>	<sup>※2</sup> The amount of contribution fee must be stated. <sup>※3</sup> Approximately 500 words, free style[no specific format] <sup>※4</sup> A photo copy is acceptable. Submit it later if not available at application. <sup>※5</sup> Materials showing your contribution to national or international periodical academic publications (Evidence of your contribution's submission, Evidence to prove the acceptance of your contribution) <sup>※6</sup> Submission is only required for international periodical academic publication.
Financial Support for Proofreading for Papers	<input type="checkbox"/> Application form (Original and excel data) <input type="checkbox"/> Original receipt (The delivery date and paper title must be known.) <input type="checkbox"/> Summary <sup>※7</sup>	<sup>※7</sup> Approximately 500 words, free style[no specific format] <sup>※8</sup> Online submission is possible. <sup>※9</sup> Materials showing your contribution to national or

Written in Non-Native Language	<input type="checkbox"/> A set of draft after the paper review <sup>**8</sup> <input type="checkbox"/> Acceptance notification of contribution and publication <sup>**9</sup> <input type="checkbox"/> Meiji University Export Control Prior Inspection Sheet	international periodical academic publications within two years of applying for this program.
Financial Support for Tuition Fee of Language Classes	<p><b>【When applying】</b></p> <input type="checkbox"/> Application form <input type="checkbox"/> Original receipt	<p><sup>**10</sup> Copy of brochure or printout of its website, etc.  <sup>**11</sup> Submit it within 2 weeks after the completion of the class.</p> <p>Notes) The subsidy will be paid after all required documents are submitted.</p>
Assistance Program for Overseas Research <a href="#">【Application period】</a> : April 1,2024 to April 15, 2024	Contact the Graduate School Office for details	
Assistance Program for Domestic Research <a href="#">【Application period】</a> : April 1,2024 to April 15, 2024	Contact the Graduate School Office for details	
Meiji University Support program to encourage doctoral students to conduct International Collaborative Research	Contact the Graduate School Office for details	
<p><u>Notes on submitted materials</u></p> <ul style="list-style-type: none"> <li>• If you lose an original receipt, subsidies will not be paid. Please apply for each financial support program as soon as possible after implementation.</li> <li>• To obtain formats of application forms (Excel file), ask a staff of Graduate School Office who is in charge of your graduate school to e-mail the formats to you.</li> <li>• Please be sure to submit both the soft and hard copy of the application forms.</li> <li>• Payments must be made in cash when you pay in February or later.</li> <li>• If you paid in foreign currency by credit card, please attach the original credit card statement.</li> <li>• If the item is not specified in the receipt, please attach the invoice or billing statement.</li> <li>• If you paid in foreign currency, please attach documents showing exchange rate at the time of payment.</li> </ul>		

**IV. Where to submit application documents:**

Submit both original documents and Excel data as follows.

Office for submission	Graduate School Office
Application forms (Excel data)	E-mail to <a href="mailto:josei_dai_in@mics.meiji.ac.jp">josei_dai_in@mics.meiji.ac.jp</a> The file name should include the year of application, the name of the financial support program and graduate student's name. 「2024_Financial Support for Research Presentation at Conference_TARO MEIJI.xlsx」
Other application documents (printed documents)	Submit to Graduate School Office, 5 <sup>th</sup> Floor, Global Front, Surugadai campus