

# ***Keio University Graduate School Scholarship Information Guidebook 2021***

*For Japanese Graduate Students and  
International Graduate Students whose status of residence is “Permanent resident,”  
“Special Permanent resident,” “Long-term resident,” “Dependent,” or “Child or spouse of  
Japanese national (permanent resident)”*

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## Websites with Scholarship Information

Application periods and deadlines, office hours for submission, places to apply, etc., differ by affiliated campus.

Please ensure that you check the information for the campus at which you are enrolled.

\*Some information will be posted on the websites, but only as a supplementary measure. Students must check the bulletin boards, as that is the only place where information for some scholarships will be posted.

Mita	<a href="https://www.students.keio.ac.jp/en/mt/scholarships/unique/">https://www.students.keio.ac.jp/en/mt/scholarships/unique/</a>
Yagami	<a href="https://www.st.keio.ac.jp/en/students/ic/campus_life/scholarships.html">https://www.st.keio.ac.jp/en/students/ic/campus_life/scholarships.html</a>
Graduate School of Media and Governance	<a href="https://www.students.keio.ac.jp/en/sfc/scholarships/unique/">https://www.students.keio.ac.jp/en/sfc/scholarships/unique/</a>
Shinanomachi	<a href="https://www.students.keio.ac.jp/sn/scholarships/unique/">https://www.students.keio.ac.jp/sn/scholarships/unique/</a> (Japanese language only)
Graduate School of Health Management	<a href="https://www.students.keio.ac.jp/sfc/scholarships/unique/nmc-gshm.html">https://www.students.keio.ac.jp/sfc/scholarships/unique/nmc-gshm.html</a> (Japanese language only)
Shiba-Kyoritsu	<a href="https://www.students.keio.ac.jp/sk/scholarships/unique/">https://www.students.keio.ac.jp/sk/scholarships/unique/</a>
Graduate School of Business Administration (KBS) *ID and password are required to view the website. Ask at the Graduate School Office for details.	KBS students: <a href="http://www.kbs.keio.ac.jp/en/">http://www.kbs.keio.ac.jp/en/</a> List of scholarships for the graduate school : <a href="https://kif2.keio.jp/jukunai/mita/scholarships/information/jp_kbs_j.html">https://kif2.keio.jp/jukunai/mita/scholarships/information/jp_kbs_j.html</a> List of Individual Application Scholarships : <a href="https://kif2.keio.jp/jukunai/mita/scholarships/information/direct_j.html">https://kif2.keio.jp/jukunai/mita/scholarships/information/direct_j.html</a>
Graduate School of System Design and Management (SDM) Graduate School of Media Design (KMD) *ID and password are required to view the website. Ask at the Graduate School Office for details.	SDM students: <a href="http://www.sdm.keio.ac.jp/en/student/scholarship/">http://www.sdm.keio.ac.jp/en/student/scholarship/</a> KMD students: <a href="https://students.kmd.keio.ac.jp/category/scholarship">https://students.kmd.keio.ac.jp/category/scholarship</a> List of scholarships for the graduate schools: <a href="https://kif2.keio.jp/jukunai/mita/scholarships/information/jp_sdmkmd_j.html">https://kif2.keio.jp/jukunai/mita/scholarships/information/jp_sdmkmd_j.html</a> List of Individual Application Scholarships: <a href="https://kif2.keio.jp/jukunai/mita/scholarships/information/direct_j.html">https://kif2.keio.jp/jukunai/mita/scholarships/information/direct_j.html</a>

# Summary of Scholarships System

## Scholarship Category

Various types of scholarships are available at Keio University depending on the student's nationality and status of residence.

Scholarships for Japanese students and international students whose status of residence is “Permanent resident,” “Special Permanent resident,” “Long-term resident,” “Dependent,” or “Child or spouse of Japanese national (permanent resident).”

**or**

Scholarships for international students whose status of residence is “Student.”

This guidebook is for students of Japanese nationality and of other nationalities whose status of residence is either “Permanent resident,” “Special Permanent resident,” “Long-term resident,” “Dependent,” or “Child or spouse of Japanese national (permanent resident).” It is the English supplement to the Japanese version of the “2021年度

慶應義塾大学大学院奨学金案内 (Keio University Scholarship Information Guidebook 2021, Graduate School\_; Japanese version).” The content of this guidebook is primarily for students admitted in September.

For more information, please read the Japanese edition of the guidebook which is available at the scholarship section of the Office of Student Services on your campus, or the PDF version is available at the link below.

Click on “2021年度慶應義塾大学大学院奨学金案内 本文【大学院版】[PDF]” toward the bottom of the page.

[https://www.students.keio.ac.jp/en/com/scholarships/apply/files/shogakukinannnai\\_daigakuin\\_zennbunn\\_1.pdf](https://www.students.keio.ac.jp/en/com/scholarships/apply/files/shogakukinannnai_daigakuin_zennbunn_1.pdf)



International students whose status of residence is “Student” should check the Keio University International Center website:

<https://www.ic.keio.ac.jp/en/>

## ***Before Applying for Scholarships***

1. Consider how much economic assistance you require.
2. If you decide on a loan-type scholarship, you yourself are responsible for the repayment.
3. Scholarship applications must be made by the student applying for the scholarship. Please prepare the application documents yourself.
4. All notifications and announcements regarding scholarships will be made on the bulletin boards.
5. Scholarship applications will only be accepted at the campus of affiliation and only from the applicants in person.
6. Applications submitted outside the designated period and office hours will not be accepted.
7. Application documents found to be incomplete or containing errors will put you at a disadvantage.
8. Scholarship offers will be withdrawn if application documents are found to contain false information.
9. Applicants must take the annual health checkup conducted by the Keio University Health Center as a requirement for applying for scholarships.

## ***What kinds of scholarships are offered at Keio University?***

Scholarships offered at Keio University can be broadly divided into 3 types.

### **1. Scholarships Awarded by Keio University (Internal Scholarships)**

These scholarships do not need to be repaid.

### **2. JASSO scholarship loans**

JASSO (Japan Student Services Organization) scholarship loans are Japanese government-sponsored loan-type scholarships. This type of scholarship has the largest number of recipients.

### **3. Scholarships offered by private organizations and local governments**

Around 140 organizations offer scholarships, including both benefit-type and loan-type scholarships at Keio University.

The above scholarships are awarded based on financial need, academic achievement, and personal qualities, but each differ in terms of purpose, amount, duration (e.g., within the standard term of study or one academic year only), and type (benefit or loan). Additionally, all scholarships have a nomination and selection quota, so students will not necessarily be granted the scholarship they apply for, and there is a different selection process for each scholarship.

## ***Choosing the Best Scholarship for You***

Types of Scholarship	Benefit Type (Does not need to be repaid)		Loan Type (Repayment required)	
	Need- and merit-based	Need-based	Need- and merit-based	Need-based
Internal Scholarships	•Keio University Graduate School Scholarship •Donor designated scholarships	•Keio University Degree Completion Scholarship •Donor designated scholarships (emergency aid scholarships)		
Scholarships Awarded by External Organizations	•Private organization scholarships •Local government scholarships		•JASSO Category 1 Loans (interest-free) •Private organization scholarships •Local government scholarships	JASSO Category 2 Loans (interest-bearing)

## List of Scholarships

Name of Scholarship		Benefit/Loan		Application Period (Tentative) <sup>1</sup>	Amount	Duration	Eligibility	
KEIO	Keio University Graduate School Scholarship	Benefit		Those enrolling in April: April — May Those enrolling in September: October (Differs by graduate school)	500,000 or 600,000 yen per year (Differs by graduate school and degree program)	One year (reapplication possible)	Master's Program Doctoral Program	
	Keio University Degree Completion Scholarship	Benefit		May — June, November	An amount equal to or less than the total of the academic fees and expenses (Average scholarship payment of 300,000 yen per year)	One year (reapplication possible)	Master's Program Doctoral Program Law School	
	Donor designated scholarships	Benefit		Mainly April and May	100,000 yen per year ~ an amount equal to or less than the total of the academic fees and expenses (Depends on the scholarship)	One year (reapplication possible)	Depends on the scholarship	
	Research Encouragement Scholarship for Graduate Students	Benefit		Before or after enrollment (Differs by graduate school)	300,000 yen, 500,000 yen, or 700,000 yen per year (Differs by graduate school)	One year (reapplication possible)	Differs by graduate school	
	Graduate school's own scholarship	Benefit		Differs by graduate school				
Outside Keio	JASSO's scholarship loans	Loan	Category 1 Loans (interest-free)	April	Select a monthly amount from 50,000 yen or 88,000 yen		Within the standard term of study	Master's Program Law School
					Select a monthly amount from 80,000 yen or 122,000 yen			Doctoral Program
					Select a monthly amount from 50,000 yen, 80,000 yen, 100,000 yen, 130,000 yen, or 150,000 yen *An additional 40,000 yen or 70,000 yen is possible for those who are majoring in Legal Practice			Master's Program Doctoral Program Law School
	Scholarships offered by private organizations and local government organizations	Benefit		Mainly April and May	Depends on the scholarship			
		Loan						

<sup>1</sup> Application guidelines and related information will be posted one month before the start of the application period, so check the bulletin boards regularly.

## ***Eligibility Criteria***

- ✓ Must be graduate school students
- ✓ Must be Japanese students or international students whose status of residence is “Permanent resident,” “Special Permanent resident,” “Long-term resident,” “Dependent,” or “Child or spouse of Japanese national (permanent resident).”  
\*Applicants with “Dependent” status of residence may apply for internal scholarships that are awarded for one academic year only.

## **Important Notes**

- As a general rule, students on a temporary leave of absence or those who have been suspended cannot apply.
- There are limited scholarships available for students who have repeated a year or been studying abroad. (This does not include students who were on a temporary leave of absence.)

\*To all students who have been selected by the Japan Society for the Promotion of Science (JSPS)  
Those who have been recruited under the JSPS Research Fellowship for Young Scientists may be restricted from receiving similar funds such as fellowships and scholarships from sources other than JSPS during the recruitment period. When applying for a scholarship, be sure to thoroughly check the application guidelines for the scholarship and the conditions outlined by JSPS.

### **Recruitment Period**

Most recruitment and applications for scholarships will take place between April and May. Additional recruitment will also take place outside this period, but the number is limited. Furthermore, the application schedules differ by campus. If you wish to apply for a scholarship, please take careful note of the application period.

### **Selection Criteria**

Each scholarship emphasizes different criteria such as financial need, academic ability, or both. Depending on the scholarship, there may also be an interview or you may be required to submit an essay, etc.

### **Academic Criteria**

Scholarships with academic ability criteria will be judged based on the grade-related documents (p. 26-⑤ “2021年度慶應義塾大学大学院奨学金案内 [Keio University Scholarship Information Guidebook 2021, Graduate School; Japanese version]”) that are submitted. Of the internal scholarships and scholarships from private organizations and local governments, there may be those that require the submission of a research plan and research achievements. Decisions will be reached upon comprehensively reviewing the submitted documents.

### **Financial Criteria**

< Internal Scholarships and Scholarships offered by private organizations and local governments >

For scholarships with household finance criteria, decisions will be reached based on income and accredited income calculated based on family composition, form of commute, tuition, etc. The total income of both parents will be used as the standard. (In the case of a single-parent household, the income of the mother or father will be considered. In other cases, the decision will be based on the income of the person supporting the household in place of the parents.) If you can prove you are an individual living independently, the total income received by you and, if applicable, your spouse will be considered as the standard. To be recognized as an individual living independently, you must meet certain conditions (p. 27-⑮ of the “2021年度慶應義塾大学大学院奨学金案内 (Keio University Scholarship Information Guidebook 2021, Graduate School; Japanese version)”). If the scholarship providers have established their own household finance criteria, these will take precedent; however, if no particular details are provided but there is an entry stating that household finances will be considered in the application eligibility, then in general, the Japan Student Services Organization (JASSO) undergraduate category 1 household finance criteria will be followed. The following model case should only be referred to as a guide.

### Standard Income Level (Rough Estimate)

Family of 4 with 1 financial supporter

- Parents (only 1 parent is the income earner)
- Student (entering a Keio University master's program, commuting separately from his/her parents' home)
- Younger brother (attending a public high school and commuting from home)

Graduate School	Letters/Economics/ Law/Human Relations/Business and Commerce	Medicine	Science and Technolog y	Business Administratio n (MBA)	Business Administr ation (EMBA)	Media and Governanc e	Health Manage ment	System Design and Management/ Media Design	Pharmace utical Sciences	Law School, Major in Legal Practice
Tuition	0.95 million yen	1.35 million yen	1.04 million yen	2.15 million yen	3.50 million yen	1.40 million yen	1.63 million yen	1.92 million yen	0.99 million yen	1.09 million yen
Upper Limit for Salary Income Earners (Rough Estimate) Payment Amount (incl. tax) on Statement of Earnings (“源泉徴収 票”), etc.	8.55 million yen	8.95 million yen	8.64 million yen	9.75 million yen	11.10 million yen	9.00 million yen	9.23 million yen	9.52 million yen	8.59 million yen	8.69 million yen
Upper Limit for Business Income Earners (Rough Estimate) Income Amount (incl. tax) on Tax Returns, etc.	4.47 million yen	4.87million yen	4.56 million yen	5.67 million yen	7.02 million yen	4.92 million yen	5.15 million yen	5.44 million yen	4.51 million yen	4.61 million yen

### <JASSO's scholarship loans>

To be eligible to apply, the total income received by you and, if applicable, your spouse (only if your spouse has an income from fixed employment) in the last year (January to December) must be lower than the standard income established by JASSO. In addition, if your spouse is an individual earning a salary, your spouse alone must make deductions from his/her salary using the

【Reference】 table below before adding the amount to your income. For JASSO Category 1 Scholarships, if your expected income for this year is within the acceptable range for excess standard income and you have a special reason for this, you may still be eligible to apply. Please consult a staff member at the scholarship section.

Category			Master's Program	Doctoral Program	Law School
JASSO	Category 1	Acceptable range of standard income	3.89 million yen	4.42 million yen	3.89 million yen
	Category 2	Standard income	5.36 million yen	7.18 million yen	5.36 million yen
	Combined Category 1 and 2	Standard income	2.84 million yen	2.99 million yen	2.84 million yen

### [Reference] Deductions from salary (spouse only)

Annual income (including tax)	Deductions
Less than 2,680,000 yen	Same amount as annual income
2,680,000 yen or more, 4,000,000 yen or less	Annual income $\times$ 0.2+2,140,000 yen
Over 4,000,000 yen but 7,810,000 yen or less	Annual income $\times$ 0.3+1,740,000 yen
Over 7,810,000 yen	4,080,000 yen

Furthermore, your expected income for 2021 will be your base income if your income in 2020 has changed at the time of application due to any of the following reasons:

- If you resign or take administrative leave from fixed or part-time employment, or if your working hours have been reduced
- If you newly take up fixed or part-time employment
- If monetary provisions from a parent greatly increases/decreases
- If your scholarship has ended
- If your other income has greatly increased/decreased

## Application Method

Read the “2021年度慶應義塾大学大学院奨学金案内 (Keio University Scholarship Information Guidebook, Graduate School 2021; Japanese version),” bulletin boards, scholarship application guidelines, and other resources to find out about the eligibility criteria and submit your application documents during the specified period to the offices indicated below.

### Scholarship application period, where to submit application documents to, and location of announcements

Campus	Application Period (Weekdays only *closed on weekends and public holidays)	Submit Applications to	Location of Annoucement
Mita	9:30–15:00	Scholarships and Financial Assistance Group, Office of Student Services (Counter No.4, B1, South School Building)	On the website (See P.1)
Hiyoshi	Varies depending on scholarship	Office of Student Services, (Graduate School Section; 2F, Kyosei-kan)	On the website (See P.1)
Yagami	8:45–16:45	Student Life Services, Office of Student Services (1F, 25th Building)	On the website (See P.1)



Shinanomachi		8:45–16:45	Student Life Services, Office of Student Services (1F, Koyosha)	On the website (See P.1)
SFC	Graduate School of Media and Governance	Varies depending on scholarship, so please check the bulletin boards.	Student Life Services Section (1F, Alpha Building)	On the website (See P.1)
	Graduate School of Health Management	9:30–11:30, 12:30–16:00	Office of Graduate School of Health Management	
Shiba-Kyoritsu		8:45–11:20, 12:20–16:45	Office of Student Services (Counter No.3, 1F, Building No. 1)	On the website (See P.1)

- In principle, the above offices are closed on weekends and national holidays.
- All recruitment and applications will be carried out at the campus at which you are enrolled. Be sure to check the bulletin boards and the website of your campus for details on each scholarship.
- The scholarship section will be very busy in April and May due to the receipt of and consultations on applications. As a result, the staff members may not be able to handle all questions, etc., by telephone.

### ***Details about the “keio.jp” e-mail address used for communication from the university***

All communication from the university will be sent to the “keio.jp” e-mail addresses of students after they have applied for scholarships. Please pay attention to your “keio.jp” e-mail account and check it regularly after applying for a scholarship.

#### **[To new students] What is the “keio.jp” e-mail address?**

The “keio.jp” e-mail account is the university’s e-mail service that all students can use after they have enrolled and personally set up an account. All keio.jp e-mail addresses are arranged in the following format, which is known as your Keio ID:

keiotaro@keio.jp

The local-part of the e-mail address before the @ sign will be set to the string of letters requested by students when activating their accounts. Please check the following website for information on how to obtain your keio.jp e-mail address.

keio.jp manual: [https://www.itc.keio.ac.jp/en/keiojp\\_manual.html](https://www.itc.keio.ac.jp/en/keiojp_manual.html)

CNS mail is also used at Shonan Fujisawa Campus, while KMD mail is used at the Graduate School of Media Design. Please check with the scholarship section on the campus to which you are affiliated for details.

### ***Protection of Personal Information***

In addition to the scholarship application screening process and other administrative procedures relating to scholarships, the personal information provided by students will also be used for: (1) the management of and procedures and correspondences relating to academic affairs; (2) the management of and procedures and correspondences relating to student life in general; (3) the dispatch of various documentation to the student and his/her guarantor; any other purpose stated in the admissions procedures guidelines.

In order to confirm the eligibility of students whose scholarship applications were accepted, information relating to their academic record (number of credits attained/grades) and enrollment information regarding advancement to the next year, repeating a year, graduation, withdrawal from the university, leave of absence, studying abroad, and suspension, etc., may be submitted to the scholarship providers concerned.

# Types of Scholarships

## 1. Scholarships Awarded by Keio University (Internal Scholarships)

1. Keio University Graduate School Scholarship
2. Keio University Degree Completion Scholarship
3. Donor designed scholarships
4. Research Encouragement Scholarship for Graduate Students
5. Scholarships independently offered by the Graduate Schools

### Characteristics

- The internal scholarships at Keio University Graduate School are all benefit-type scholarships which do not need to be repaid.
- Because it is possible to apply on an annual basis, a large number of students are given the chance to secure a scholarship.
- Many internal scholarships are run using donations from Keio alumni (graduates) and benefactors.

### Important Notes

- Some scholarships do not accept applications from students who have not yet paid their academic fees and expenses.
- The screening and decision-making process will not be disclosed.
- The acceptance of an application will be annulled in the case of any false declarations.
- Scholarship students may lose their entitlement to the scholarship if they are deemed to be ineligible after the application has been accepted. In such cases, either all or a part of the scholarship received must be returned.
- Some graduate schools have established their own benefit-type scholarships.

### Application Process from Recruitment to Acceptance

(except for scholarships independently offered by the graduate schools)

(1) Recruitment of Scholarship Candidates	<p>Notices will be posted on the designated bulletin board at the campus where students are enrolled. At this time, students should not only confirm the application period and deadline, but also the date for the announcement of the first screening results and the scheduled date for interviews. The summaries (notices) and application guidelines for scholarships may also be viewed at the website (keio.jp ID authentication required): For details, see p. 2</p> <p>Application periods and deadlines, office hours for submission, places to apply, etc., differ by affiliated campus. Please ensure that you check the information for the campus at which you are enrolled.</p>
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(2) Submission of Application Documents (p. 22 of the “2021年度慶應義塾大学大学院奨学金案内 (Keio University Scholarship Information Guidebook, Graduate School 2021; Japanese version)”) )	Students should enter necessary information into the scholarship application system (keio.jp ID authentication required) and submit all of the documentation specified from p. 23 to the scholarship section at the campus where they are enrolled within the prescribed application period or before the application deadline.
(3) First Screening (Documentation)	Screening will be based on the application documentation.
(4) Announcement of First Screening Results	Because certain scholarships require an interview, guidance for the second screening (interview) will also be posted on the bulletin board along with the results of the first screening. The date for the announcement of the first screening results will be stated on the recruitment notice posted on the bulletin board. Those information can also be on the scholarship web application system (keio.jp ID authentication required). Students should take care not to miss the interview because of neglecting to check these notices. Failure to attend the interview will result in disqualification from the application process.
(5) Second Screening (Interview)	If an interview is scheduled to take place, students should follow the instructions on the announcement posted on the bulletin board described in (4). If students fail to attend the interview, they will be disqualified from the application process and will not be put forward for the scholarship. Furthermore, this may influence the screening process for other scholarships as well.
(6) Announcement of Successful Candidates	Notices will be posted on the designated bulletin board at the campus where students are enrolled. Because certain scholarships require the submission of additional documentation, students should follow the instructions given.
(7) Payment of Scholarship	The full amount of the scholarship will be transferred in one payment to an account in the student’s name.
(8) Important Notes for after Acceptance of Application	Students must check P. 37 before application submission.

## Details of Scholarships

### (1) Keio University Graduate School Scholarship

<b>Purpose</b>	This scholarship supports persons of excellent character, academic grades, and motivation who are facing difficulties in their studies for economic reasons. The scholarship will be used for academic fees and expenses and aims to assist with paying tuition.
<b>Gross Amount (per year)</b>	Depending on the graduate school and degree program, either 500,000 yen or 600,000 yen. Check for details on the bulletin boards.
<b>Eligible Students</b>	Master's and doctoral students *Those studying at the Law School are not eligible. <ul style="list-style-type: none"> <li>▪ Students whose total period of receiving the scholarship does not exceed the standard length of study &lt; master's: 2 years; doctoral: 3 years; doctoral (Graduate School of Medicine and Graduate School of Pharmaceutical Sciences, Major in Pharmacy): 4 years &gt; (Those repeating a year are also eligible to apply, but this will be taken into consideration during selection.)</li> <li>▪ Students who have paid their academic fees and expenses up until the Spring Semester of the current academic year.</li> </ul>
<b>Academic Ability Criteria</b>	Students with excellent academic grades
<b>Household Finances Criteria</b>	p. 6–7
<b>Scholarship Duration</b>	One year (students may reapply). For those enrolling in April, from April to March of the following year; for those enrolling in September, from October to September of the following year.
<b>Application Period (planned)</b>	April Admission: April–May, September Admission: October (Differs by graduate school)
<b>Application Documents</b>	p. 22 <ul style="list-style-type: none"> <li>▪ Please follow the instructions from each graduate school on whether or not you need to submit an essay.</li> </ul>
<b>Screening Method</b>	Documentation screening only
<b>Payment Method</b>	The full amount of the scholarship will be transferred in one payment to an account in the student's name. (planned Spring Semester: July, Fall Semester: December).
<b>Number of Candidates Accepted in AY 2020</b>	125

### (2) Keio University Degree Completion Scholarship

<b>Purpose</b>	This scholarship supports those who desire to study but find it difficult economically due to drastic changes in the financial situation of their household or because of continued impoverishment.
<b>Gross Amount (per year)</b>	An amount equal to or less than the total of academic fees and expenses. (For reference, the average amount paid is about 300,000 yen)
<b>Eligible Students</b>	Persons who are hindered from continuing their studies due to difficulties in securing the necessary funding for their academic fees and expenses as a result of one of the following: <ul style="list-style-type: none"> <li>▪ Sudden changes in finances as a result of the bereavement of the household supporter, forced unemployment, etc.</li> <li>▪ The household supporter (or the student him/herself who is responsible for academic fees and expenses) is a victim of a major disaster as designated by government ordinance (such as the Kumamoto earthquake*).</li> <li>▪ The household has been in a continued state of impoverishment with no expectation for economic alleviation.</li> </ul> *A notice will be put up on the bulletin board concerning the application process for major disaster victims when the recruitment of scholarship candidates begins.
<b>Academic Ability Criteria</b>	Academic ability will be taken into consideration during the screening process. In the case of students who have repeated a year, it will be necessary for them to submit a study plan in addition to the standard application documents.
<b>Household Finances Criteria</b>	p. 6–7
<b>Scholarship Duration</b>	One year (students may reapply)
<b>Application Period (planned)</b>	Spring Semester: May / Fall Semester: November
<b>Screening Method</b>	First screening: documentation; Second screening: interview (candidates who passed the first screening only) *If students apply as a victim of a major disaster, they are required to submit a “罹災証明書 / risai shōmeisho (disaster victim certificate)” issued by the relevant public body.
<b>Payment Method</b>	The full amount of the scholarship will be transferred in one payment to an account in the student's name (planned Spring Semester: July, Fall Semester: January next year)
<b>Expected Number of Recipients in AY 2021</b>	Approximately 100 (Including undergraduate students)

### (3) Donor Designated Scholarships

<b>Purpose</b>	Donor designated scholarships are established based on donations received from the Mita-kai, which are Keio University alumni associations, and other donors. Eligibility/academic ability/household finance criteria depend on the scholarship. (Please refer to the list of donor designated scholarships on p.15). Please refer to the application guidelines of each scholarship for academic ability and household finance criteria.
<b>Eligible Students</b>	
<b>Academic Ability Criteria</b>	
<b>Household Finances Criteria</b>	
<b>Total Amount (per year)</b>	Between 100,000 yen and an amount equal to or less than the total of academic fees and expenses. Please refer to the list of donor designated scholarships on p.15.
<b>Scholarship Duration</b>	One year (the acceptability of reapplications varies between scholarships)
<b>Application Period (planned)</b>	April
<b>Screening Method</b>	<p>• When making an application for donor designated scholarships during the Spring Semester recruitment, students need to submit the “AY 2021 Spring Semester Donor Designated Scholarships Entry Form” (C-①) after checking the boxes for the specific scholarships they wish to apply to. Students may apply to a maximum three scholarship providers regardless of whether they provide merit-based or need-based scholarships. However, for the Mita Hosokai Scholarship, Minoru Tanaka Scholarship, and Kei Mori and L.R. Klein Scholarship, students should use the Application Slip rather than this Entry Form. These three scholarships do not count toward the maximum total of three scholarship providers that is permitted.</p> <p>First screening: documentation (Depending on the scholarship you apply for, you may be required to write an essay. Please refer to the list of donor designated scholarships on p. 15.)</p> <p>Second screening: interview (candidates who passed the first screening only)</p>
<b>Payment Method</b>	The full amount of the scholarship will be transferred in one payment to an account in the student’s name (planned for July in the Spring Semester)
<b>Expected Number of Recipients in AY 2021</b>	Refer to page 10 of the “2021年度慶應義塾大学大学院奨学金案内 (Keio University Scholarship Information Guidebook, Graduate School 2021; Japanese version)”.
<b>Other Information</b>	<ul style="list-style-type: none"> <li>▪ Recipients must attend the scholarship award ceremony and the post-ceremony reception due to be held at Mita Campus on Wednesday, September 22, 2021.</li> <li>▪ In certain cases, it is necessary for successful candidates to submit a thank you letter addressed to the scholarship sponsors.</li> <li>▪ Successful candidates may also be asked to participate in meetings and events hosted by the scholarship sponsors.</li> </ul>

### List of Donor Designated Scholarships

The following is a list of scholarships that are expected to call for applicants in the 2021 academic year (this is the planned recruitment at the time of compiling this scholarship guidebook and does not guarantee recruitment will take place).

Moreover, because changes may be made to the amount of the scholarship, the application criteria, etc., students should ensure that they regularly check the application guide of each scholarship.

- Students submit essays on the designated topics of the scholarships they wish to apply to. Please refer to the enclosed document “AY 2021 Spring Semester Donor Designated Scholarships Entry Form.” Please write “Donor Designated Scholarship” for the scholarship name on the essay sheet.

- When making an application for donor designated scholarships during the Spring Semester recruitment, students need to submit the “AY 2021 Spring Semester Donor Designated Scholarships Entry Form” after checking the boxes for the specific scholarships they wish to apply to. Students may apply to a maximum number of three scholarship providers regardless of whether they provide merit-based or need-based scholarships. However, for the “Mita Hosokai Scholarship,” “Minoru Tanaka Scholarship,” and “Kei Mori and L.R. Klein Scholarship,” students should use the Application Slip rather than this Entry Form. These three scholarships do not count toward the maximum total of three scholarship providers permitted.

- In the case of an essay topic being the same for different providers when applying to more than one scholarship, it is acceptable for students to submit one essay for all of the applications concerned. Please write “Donor Designated Scholarship” for the scholarship name on the essay sheet.

Essay Topic A	Title: “Achievements and Future Aspirations” Word count: 600 English words or 1600 Japanese characters.
Essay Topic B	Title: “Reason for applying to a Mita-kai Scholarship and Future Goals” Word count: 320 English words or 800 Japanese characters.

## List of the Donor Designated Scholarships

Name of Scholarship	Eligible Year Levels/Graduate Schools	Gross Amount (per annum)	Purpose of Scholarship and Eligibility Criteria	Essay	Expected Number of Recipients in AY 2020 (The ※" symbol indicated that all recipients are graduate students. Other numbers include undergraduate students in the total.)
	Criteria for Hometown and Region, etc.				
Nagoya Mita-kai Scholarship	All year levels	100,000 yen	This scholarship supports students of excellent character and academic grades who are engaged in activities that are exemplary for other Keio University students.	A	10
	None				
Hamamatsu Mita-kai Scholarship	All year levels				2
	None				
Shinjuku Mita-kai Scholarship	All year levels				3
	None				
Hiroshima Keio Club Scholarship	All year levels				3
	None				
Sanuki Mita-kai Scholarship	All year levels				2
	Priority given to students from Kagawa Prefecture				
Gifu-ken Rengo Mita-kai Scholarship	All year levels	1			
	Priority given to students from Gifu Prefecture				
Sendai Mita-kai Scholarship	All year levels	100,000 yen	This scholarship supports students who are engaged in valuable curricular and extracurricular activities, or persons who intend to engage in such activities.		2
	Students from Miyagi Prefecture				
Yachiyo Mita-kai Scholarship	All year levels	100,000 yen	This scholarship supports students who are engaged in valuable curricular and extracurricular activities, or persons who intend to engage in such activities.		1
	Students currently residing in or originating from Yachiyo city, Chiba Prefecture				
Wakayama Mita-kai Scholarship	All year levels	100,000 yen	For students who require a scholarship due to economic impoverishment as a result of sudden changes in household finances.	B	2
	Students from Wakayama Prefecture				
Kansai Women's Mita-kai Scholarship	All year levels, Female students from Kansai area	100,000 yen	For students who require a scholarship due to economic impoverishment as a result of sudden changes in household finances.		1
Nara Mita-kai Scholarship	All year levels	100,000 yen			1
	Students from Nara Prefecture				



Kyoto Keio Club Scholarship	All year levels Students from Kyoto Prefecture				1
Kawagoe Mita-kai Scholarship	All year levels Students from the area of the Kawagoe Mita-kai in Saitama Prefecture. *Check the application guidelines for further details.				1
Johoku Mita-kai Scholarship	All year levels, Students currently residing in Toshima, Kita, Itabashi, or Nerima ward, or who graduated from high schools in those wards				1
Fujisawa Mita-kai Scholarship	Students enrolled at either the Graduate School of Media and Governance or the Graduate School of Health Management None		This scholarship supports students of excellent character and academic grades who face difficulties studying for financial reasons.		2
Suginami Mita-kai 25 <sup>th</sup> Anniversary Commemorative Scholarship	All year levels None	200,000 yen			1
Fudosan Mita-kai Scholarship	All year levels None	100,000 yen			4
Mita Hosokai Scholarship	Law School None	500,000 yen		Refer to the application guidelines	4※
Minoru Tanaka Scholarship	Students enrolled in a doctoral program (including research students) in Letters, Economics, Law, Human Relations, or Business and Commerce *Check the application guidelines for details.	300,000 yen	Students who have the potential to excel academically, and who are experiencing financial difficulties.	Refer to the application guidelines	2※
Kei Mori and L.R. Klein Scholarship	Students enrolled in the Graduate Schools of Economics or the Graduate School of Science and Technology None	Equivalent to the amount of the admission fee, tuition fee, and other fees that must be paid to Keio University	Students of excellent character, academic grades, and research abilities	Refer to the application guidelines	2※

\*Scholarships with specific graduate schools or degree programs as part of the eligibility criteria may require a separate application process. Please ensure that you consult with the scholarship section on the campus to which you are affiliated.

**(4) Research Encouragement Scholarship**

Purpose	This scholarship assists students who excel academically to enroll and conduct research at graduate school. Through the stipend, it aims to strengthen human resource development by cultivating individuals with a wealth of intelligence and social skills who will take the lead in various research fields and contribute internationally to research.
Total Amount (per year)	Differs by graduate school (Reference: In AY 2020, the amount was either 300,000 yen, 500,000 yen, or 700,000 yen)
Eligible Students	Differs by graduate school *Those studying at the Law School are not eligible. <ul style="list-style-type: none"><li>▪ Those who have a strong desire to carry out research and from whom outstanding research achievements can be anticipated in the future.</li><li>▪ Those of excellent character and in good health.</li><li>▪ Those whose enrollment period is within the standard length of study.</li></ul>
Scholarship Duration	One year (students may reapply)
Application Period (planned)	Differs by graduate school
Screening Method	
Payment Method	The full amount of the scholarship will be transferred in one payment to an account in the student's name (planned on June)
Number of Candidates Accepted in AY 2020	237

### (5) List of Scholarships offered by Each Graduate School

Some graduate schools have established their own benefit-type scholarships. Although outlines are provided below, please be sure to check the application periods and other details at the scholarship section on the campus to which you are affiliated.

\*For scholarships offered independently by the Graduate School of Medicine, please check the application guidelines and prepare all of the required documents.

Name of Scholarship	Graduate school/Program	Amount	Purpose of scholarship, eligibility criteria, etc.	Expected Number of Recipients in AY 2021
		(Annual)		(Numbers with an asterisk* include undergraduate students.)
Fujiwara Scholarship Fund	Graduate School of Science and Technology, Doctoral Program	1,000,000 yen	Aimed at supporting those who display the potential to become excellent researchers in the future (in both character and academic achievement), and whose research activities toward obtaining their degree have the potential to be highly rated internationally.	11
Amano Institute of Technology Scholarship	Graduate School of Science and Technology, Doctoral Program	1,000,000 yen	Aimed at supporting those who display both excellent character and academic achievements and are recognized as having the potential to becoming an outstanding researcher.	6
Tamura-Atsushi Memorial Fund Scholarship	Graduate School of Science and Technology, Doctoral Program	650,000 yen	Aimed at supporting those who display both excellent character and academic grades and are recognized as having the potential to be an outstanding researcher.	3
Bakheet Scholarship Fund	Graduate School of Science and Technology, Master's Program (1 <sup>st</sup> -year students only)	300,000 yen	Aimed at assisting those who have both excellent character and academic achievements.	3
Mentor Mita-kai Science and Technology Scholarship	Graduate School of Science and Technology, Master's Program (Planned)	Within the total amount for academic fees and expenses	Students who are motivated to learn, of excellent character, and in good academic standing. Students acknowledged to be facing financial difficulties in continuing their studies. Students with the entrepreneurial determination to develop new businesses will be prioritized. Check the application guidelines for details.	A few
Keio Science and Technology Global Fund	Graduate School of Science and Technology, Doctoral Program/Master's Program	Up to 400,000 yen	Aimed at supporting overseas learning such as study abroad.	Approximately 100 people
Graduate School of Medicine, Doctoral Program Scholarship	Graduate School of Medicine, Doctoral Program	Up to 1,000,000 yen	To financially support those enrolled in a doctoral program at the Graduate School of Medicine.	Approximately 200 people
Graduate School of Medicine Master's program Scholarship	Graduate School of Medicine, Master's Program (2nd-year students only)	Up to 1,000,000 yen	To financially support 2nd-year master's students at the Keio University Graduate School of Medicine who display both excellent character and academic achievements and will advance to a doctoral program at the school.	A few
Keio Medical Otsuka Fumon/Fusako Fellowship	Graduate School of Medicine, Doctoral Program	Up to 1,000,000 yen	Aimed at cultivating those who display both excellent character and high academic achievements and are likely to become individuals who will lead Japanese medicine in the future with the help of financial support.	Approximately 8 people

The Iichiro Shiota Memorial Scholarship	Graduate School of Medicine, Doctoral Program	360,000 yen	Aimed at cultivating researchers at the Graduate School of Medicine.	A few
Young Leaders Scholarship	Graduate School of Media and Governance, Master's Program	1,000,000 yen	Students who thoroughly understand the philosophy of the Young Leaders Scholarship and are motivated to better the world through their research.	A few
The Yoshiko Aota Memorial Scholarship	Graduate School of Health Management, Course for Nursing	100,000–500,000 yen	To encourage academic and research activities overseas.	10–20*
Keio Medical Education Fund Fellowship	Graduate School of Health Management, Master's Program (2nd-year students only)	Maximum 300,000 yen	To support individuals who display both excellent character and academic achievements along with a strong desire to learn comprehensive medicine.	A few
Sakurai Yuji Midwifery Research Fund	Graduate School of Health Management	Maximum 200,000 yen	Aimed at developing researchers and educators who have a desire to carry out midwifery research and will contribute to the field.	2
Keio University Graduate School of Pharmacy Scholarship	Graduate School of Pharmaceutical Sciences	500,000 yen (planned)	To support students who display excellent character and have excellent academic grades along with a strong desire to study, and have been recognized as facing difficulties in their studies for economic reasons.	10–20
Keio University Medical Education Fund Fellowship	Graduate School of Pharmaceutical Sciences	500,000 yen (planned)	To support students who display excellent character and academic grades along with a strong desire to study, and have been recognized as facing difficulties in their studies for economic reasons.	10–20
Endeavour United Holdings Scholarship	Graduate School of Business Administration	960,000 yen	Aims to maintain the potential of students studying at graduate school and who are interested in the investment business or improving corporate value.	4

**To those aiming to become researchers (reference)**

Name of Scholarship	Applicable Graduate Schools	Amount	Eligibility	Expected Number of Recipients in AY 2019
Shinzo Koizumi Memorial Scholarship for Graduate Study	Graduate students enrolled at a graduate school (excluding Law School)	30,000 yen/month	Please inquire at the academic affairs section on the campus you are affiliated to (Office of Student Services, Student Life Services Section at Yagami and Shinanomachi, Student Life Services Section in the Campus Office at Shonan Fujisawa, or the scholarship section of the Office of Student Services at Shiba-Kyoritsu).	48

Research promotion/support

<https://www.research.keio.ac.jp/en/index.html>

\*There are also other scholarships offered independently by each campus. Please inquire at the scholarship section on the campus to which you are affiliated.

***Reference: Application for Tuition Deferment***

If students are unable to pay their Academic Fees and Expenses by the deadline due to unavoidable circumstances, they should submit an “Application for Tuition Deferment” at the counter of the scholarship section on the campus where they are enrolled. Tuition deferment will be granted to students for whom the reason for deferment has been accepted upon review.

The application form can be downloaded from the following link.

\*The guarantor must be someone other than the student him/herself. Applicants who fill in and affix their signature and seal to the guarantor section will invalidate the application.

<https://www.students.keio.ac.jp/en/com/scholarships/tuition/extension.html>

AY 2021 (planned)

	Submission deadline for Application for Tuition Deferment	Final deadline for payment of tuition upon deferment.
Spring Semester	Friday, May 14, 2021	Friday, July 30, 2021
Fall Semester	Monday, November 15, 2021	Friday, December 24, 2021

## 2. JASSO (Japan Student Services Organization) Scholarship Loans

JASSO scholarship loans are part of the national scholarship system. Students borrow money from JASSO, which they have an obligation to repay. It is mainly operated through loans from the government and repayments made by graduates. There are both type-1 (interest-free) and type-2 (interest-bearing) scholarships, for which accepted applicants will in principle receive a loan until the final year of their standard enrollment period.

It is presupposed that the application process for JASSO scholarship loans, from the initial recruitment of applicants to the application itself and the acceptance of candidates, will be conducted entirely in Japanese. For further details refer to the “2021年度慶應義塾大学大学院奨学金案内 (Keio University Scholarship Information Guidebook 2021, Graduate School; Japanese version)” and the “貸与奨学金案内” (Loan-type Scholarships Guidebook) published by JASSO.

## 3. Private Organizations and Local Government Scholarships

There are many scholarship providers recruiting scholarship students, including foundations, non-profit foundations, private corporations, and prefectural and municipal governments. Keio University receives the support of approximately 140 scholarship providers on average every year. Most of the scholarships continue to be provided to successful candidates until their graduation.

It is presupposed that the application process for each of the scholarship providers, from the initial recruitment of applicants to the application itself and the acceptance of candidates, will be conducted entirely in Japanese. For further details refer to the “2021年度慶應義塾大学大学院奨学金案内(Keio University Scholarship Information Guidebook 2021, Graduate School; Japanese version).”

## **Required Application Documents**

When making a scholarship application, various documents are required, including documentation relating to household income and academic grades. Carefully read the important notes below and prepare the documents that are specified. In particular, students who live away from home during the semester should consider the time it will take to have the required documentation sent to them, and make the necessary preparations as early as possible. If students have any questions regarding how to write up or prepare the documentation, they must inquire at the scholarship section at the campus where they are enrolled before the application deadline.

### **Important Notes on Completing Documents**

- Fill out all documents and essays in black ink or using a black ballpoint pen. Erasable ballpoint pens or ink that will fade over time should not be used.
- When affixing a seal, use a stamp that requires an inepad. Do not use a self-inking seal or rubber stamp.
- The use of correction fluid or correction tape is not permitted. If you make a mistake, cross it out the section with two lines, affix your seal, and write it out again in the margin.
- If your Individual Number (My Number) is shown on documents, please submit after crossing out the relevant sections with a personal information protection stamp (your details must not be crossed out with black ink).
- If there are any missing or mistaken entries in the submitted documentation, students may be omitted from the screening process.
- If any of the entries on the submitted documentation are false, successful applications will be annulled even after acceptance.
- Please enter your keio.jp e-mail address in the e-mail address fields on the application documents. All scholarship-related e-mails will be sent to your keio.jp address.
- All prescribed forms are downloadable from the Student Website.  
<https://www.students.keio.ac.jp/en/com/scholarships/apply/form.html>

## ***Application Documents Required for Internal Scholarships and Scholarships Offered by Private Organizations and Local Governments***

Once students have applied to a scholarship from either the internal scholarships or the private organizations and local government scholarships, their application details will be registered with the university (this information will only be valid for the current academic year). \*Excludes certain scholarships such as direct individual applications.

The term “academic year” within the scholarship application process refers to the one-year period of the year level of students at the time of their application. For example, in the case of students who were admitted to the university during the September intake, the Fall and Spring Semesters from October to September constitute one academic year.

### **First Application of the Academic Year**

Application Slip *prescribed form
Checklist for Internal Scholarships, Private Organizations, and Local Government Scholarships *prescribed form
Scholarship Application Form for the 2021 Academic Year *Print out after filling out online
Applicant Information Sheet *Print out after inputting online
Latest Certificate of Annual Income *Official certificates issued at local government offices (certificates of both parents required)
Documents proving household circumstances and income *Statement of earnings (“源泉徴収票”), copy of final tax return, etc., for both parents
Academic record (transcripts, grade report, etc.)
A copy of the student’s bankbook (two-page spread showing account name and details)
Essays, Study Plans, etc. *Please check the application guidelines for whether the organization specifies a format. If there is no specified format, applicants should use the form prescribed by the university.
Required documents when applying as an individual living independently
Documents required by graduate schools

- The submission of documents other than those regarding the parents of the applicant may be required for single-parent households (p. 33 of the “2021 年度慶應義塾大学大学院奨学金案内” Keio University Scholarship Information Guidebook 2021, Graduate School; Japanese version) . In cases where parents are absent from the household, it will be necessary to submit documentation for the person who supports the household finances.
- Documents other than those listed above may also be requested during the application screening process.
- Scholarships provided by private organizations and local governments and scholarships for students who are disaster victims may require the submission of different documentation to that listed above. Students should check the application guidelines.

### **Second Application of the Academic Year Onward**

Application Slip *prescribed form
Essay, Study Plans, etc. *Please check the application guidelines if the organization specifies a format. If there is no specified format, applicants should use the form by the university.
Academic record (transcripts, grade report, etc.) for the Spring Semester *An academic record is only required if an applicant has applied in the Spring Semester as the first application and the Fall Semester as the second application. If the applicant enrolled in the Fall Semester and applies in the Spring Semester the following year as the first application, he/she only needs to submit an academic record for the Fall Semester of the previous year.

- In cases where the first application for a scholarship required different documentation to the set that is specified in the “First Application of the Academic Year” section, students should submit the whole set of documents stated above even when making an application for the second time.
- Scholarships provided by Graduate Schools and scholarships for students who are disaster victims may be handled differently to the scholarships that are detailed above. Students should check the application guidelines.



## ***Application Documents Required for JASSO Scholarship Loans***

Checklist for JASSO (Japan Student Services Organization) Scholarship Loans

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Scholar Net Scholarship Application Draft Form

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A copy of the completed Scholar Net scholarship application draft form

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Income statement

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Documents proving household circumstances and income

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Academic record (transcripts, grade report, etc.)

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Official document shows your “Status of Residence” and “Period of Stay”

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Written agreement on the handling of personal credit information

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A copy of the student’s bankbook (two-page spread showing account name and details)

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Documents required for application by graduate school

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\*For further details, refer to the “2021年度慶應義塾大学大学院奨学金案内(Keio University Scholarship Information Guidebook 2021, Graduate School; Japanese version)” and the “貸与奨学金案内 (the guidelines for applying to the JASSO’s scholarship loans)” published by JASSO.

\*Documents other than those listed above may also be requested during the application screening process.

### **Important   Students applying for more than two scholarships**

The above application documents must be prepared and submitted as a separate set when you apply for JASSO’s scholarship loans in addition to other scholarships (i.e., internal scholarships and scholarships offered by private organizations and local governments). Documents that are the same for both types of scholarships (e.g., documents proving household circumstances, income, and academic record [transcripts, grade report, etc.]) must be prepared and submitted separately for each application. Students should submit original documents for each application as requested.

### **Method for Submitting Application Documents and Important Notes (applies to all scholarships)**

- Students must submit the application documentation in person. Applications submitted on the behalf of a student by guarantors or friends and applications submitted by post will not be accepted.
- Applications will not be accepted outside of the specified application period and office hours for submission, or at a campus other than where the student is enrolled.
- Once the documents have been submitted, they will not returned to students for any reason.
- If there is any incomplete or incorrect information on the submitted documents, they may not be accepted or the student may be omitted from the screening process.
- Because it will be very busy on the final day of the application period and during lunch breaks, the offices in charge of handling applications will require time for processing the submission of documents. Taking the class times into consideration, students should ensure that they have plenty of time to spare and submit the application documents as early as possible.
- Documents will only be accepted for submission upon going through and confirming the various entries. Students will be questioned as necessary and should ensure that they are in a position to answer questions about their household finances.
- Students should follow the instructions issued by the campus where they are enrolled regarding any other details.

## **Details of Required Application Documents**

### 1. Application Slip \*prescribed form C

- Write the names of the scholarship and scholarship providers on the Application Slip.
- When making an application for donor designated scholarships during the Spring Semester recruitment period, students need to submit the AY 2021 Spring Semester Donor Designated Scholarships Entry Form; however, for Mita Hosokai Scholarship, Minoru Tanaka Scholarship, and Kei Mori and L.R. Klein Scholarship, students should use the Application Slip instead.

### 2. Checklist \*prescribed form A or B

- The Internal Scholarships, Private Organizations, and Local Government Scholarships Checklist (prescribed form) only needs to be submitted when applying to an internal scholarship or a private organization or local government scholarship for the first time.

### 3. Scholarship Application Form for the 2021 Academic Year \*Online entry

- For examples on how to fill out the application form refer to pages 33–44 of the “2021年度慶應義塾大学大学院奨学金案内(Keio University Scholarship Information Guidebook 2021, Graduate School; Japanese version”.
- Please fill out the form online, print it out double-sided on an A4 sheet in monochrome, and submit a hard copy.
- The applicant should personally write out his or her name in the column for the applicant’s full name and affix his or her seal. Either parent (or the person who supports the household finances if neither parent is present) should personally write out his or her name in the column for the guarantor’s full name and affix his or her seal.

### 4. Applicant Information Sheet \*Online entry

- Fill in each of the items and be as specific as possible. In particular, the reason for applying for a scholarship will be emphasized during the screening process.
- Please fill out the form online, print it out double-sided on an A4 sheet in monochrome, and submit a hard copy.
- The applicant should personally write out his or her name in the column for the applicant’s full name and affix his or her seal.

### 5. Documents Relating to Academic Grades

- Depending on the degree program and year level you are enrolling in, please submit the following certificates (must be the original documents).

Graduate School	Degree program/course	Year level	Certificate
All graduate schools except Science and Technology and the Law School	Master’s	1st	Transcript of Academic Record of Undergraduate Degree (If you are going to apply in your second semester after enrollment, you must also submit your Transcript of Academic Record for the first semester of your master's degree program.)
		2nd	Transcript of Academic Record of Undergraduate Degree and Transcript of Academic Record of Master's Degree
	Doctoral	1st	Transcript of Academic Record of Undergraduate Degree and Transcript of Academic Record of Master's Degree (If you are planning to apply in your second semester after enrollment, you must also submit your Transcript of Academic Record for the first semester of your doctoral degree program.)
			Transcript of Academic Record of Undergraduate Degree and Transcript of Academic Record of Master's Degree
		2nd–4th	Transcript of Academic Record of Undergraduate Degree, Transcript of Academic Record of Master's Degree, and Transcript of Academic Record of Doctor's Degree
Science and Technology	Master’s	1st	Transcript of Academic Record of Undergraduate Degree (If you are planning to apply in your second semester after enrollment, you must also submit your Transcript of Academic Record for the first semester of your master's degree program.)
		2nd	Transcript of Academic Record of Undergraduate Degree and Transcript of Academic Record of Master's Degree
	Doctoral	1st–3rd	Transcript of Academic Record of Undergraduate Degree and Transcript of Academic Record of Master's Degree
Law School	Two-year Course	2nd	Transcript of Academic Record of Undergraduate Degree (If you are planning to apply in your second semester after enrollment, you must also submit your Transcript of Academic Record for the first semester of your master's degree program.)
		3rd	Transcript of Academic Record of Undergraduate Degree and Transcript of Academic Record at the Law School
	Three-year Course	1st	Transcript of Academic Record of Undergraduate Degree (If you are planning to apply in your second semester after enrollment, you must also submit your Transcript of Academic Record for the first semester of your master's degree program.)
		2nd–3rd	Transcript of Academic Record of Undergraduate Degree and Transcript of Academic Record at the Law School

- Photocopies of the transcripts sent to you by Keio University can be used for the following transcripts that need to be submitted (please enlarge or reduce as required and submit on a single sheet of A4-sized paper): Transcript of Academic Record for undergraduate and graduate degrees for students advancing within Keio; Transcript of Academic Record up to the previous academic year of enrollment for 2nd-year master's students, 2nd- to 4th-year doctoral students, 3rd-year students of the Two-year Course at the Law School, and 2nd- and 3rd-year students of the Three-year Course at the Law School.
- The Transcript of Academic Record is issued at the Certificate Issuing Machines (300 yen per copy).
- If you were enrolled at multiple universities or graduate schools, submit a Transcript of Academic Record for each institution. If the Transcript of Academic Record is in a language other than Japanese or English, please attach a Japanese translation (may be translated by the applicant). In addition, please submit the Transcript of Academic Record even if it has "G," "accredited," etc., recorded on it; however, you do not need to submit a Transcript of Academic Record for degree programs you have not completed or are currently studying outside of Japan.
- If you are a transfer student or a third-year transfer student holding or expected to be awarded a bachelor's degree, please also submit your Transcript of Academic Record for before the transfer.
- Please also submit your Certificate of Enrollment for any period you were a research/non-degree student, etc.
- Students who applied for a scholarship in the Fall Semester and plan to re-apply in the Spring Semester should submit the most recent copy of their grade report or original Transcript of Academic Record.

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#### 6. A copy of student's bankbook (two-page spread, showing account name and details)

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- Please submit a copy of the bank account you used in the Scholarship Application Form for the 2021 academic year.
  - Ordinary deposit accounts (普通預金口座), including multipurpose accounts (総合口座), or ordinary savings accounts (通常貯金口座) at the Japan Post Bank, are acceptable; however, other types of savings accounts (貯蓄預金口座) are not acceptable.
  - JASSO does not make transfers to trusts or banking companies, any affiliate of Shinkin Bank, Japan Agriculture Cooperatives, foreign banks, Shinsei Bank, Aozora Bank, Internet banks, and banks managed by convenience stores. Nor does it make transfers to the online branches of any other bank, including those not previously mentioned.
  - A copy of the two-page spread of the student's bankbook detailing the branch name, branch number, account name, and account number. Students must register their Japan Post Bank account for internal scholarships. Students must ensure that a branch name and an account number for transferring from other banking institutions are clearly indicated on the copy for scholarships offered by private organizations and local governments. If this information is not indicated inside the bankbook, a copy of the cover of the bank book will be required. Copies of cash cards are not acceptable.
  - For accounts that do not issue a bankbook, print out a screenshot of online-banking that details the branch name, branch number, account name, and account number.
  - If the bank or branch becomes defunct before being relaunched, please fill in the new bank/branch name, branch number, and account number on the copy of the bank book.
  - When copying, please enlarge or reduce as required and submit on a single sheet of A4-sized paper. Please do not cut the sheet of the copy down to the size of the bank book.
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#### 7. Latest Certificate of Annual Income

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- For details, see p. 31.
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#### 8. Calculate Sheet for Annual Income and documents proving household circumstances and income (required only for JASSO scholarship loans)

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- Additional documents are required to attest to your current financial situation. For details, please see p. 30–31.
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#### 9. Essays and Study Plans, etc.

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- To be submitted if stipulated in the application guidelines.
  - If there is no designated format for the essay and it must be written in Japanese, students should make sufficient copies of and use the essay form (I) attached to the back of the 2021 年度慶應義塾大学大学院奨学金案内 (Keio University Scholarship Information Guidebook 2021, Graduate School; Japanese version). This form can also be downloaded from the following link:  
<https://www.students.keio.ac.jp/com/scholarships/apply/form.html>  
 There is no set format for essays written in English.
  - Students who repeated a year and are applying for the Keio University Degree Completion Scholarship must submit a study plan. The form can be downloaded from the following link (you will need a keio.jp account to access the website):  
<https://www.students.keio.ac.jp/en/com/scholarships/apply/form.html>
- 

#### 10. Scholar Net Scholarship Application Draft Form \*form prescribed for separate application process: 「貸与奨学金案内」 (guidelines for applying for a JASSO scholarship loan)

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- Fill in the form carefully with the information you intend to enter to Scholar Net while referring to the important notes that are provided on a separate document.
- The draft form will be kept by Keio University in order to double-check the information.

#### 11. A copy of the completed Scholar Net Scholarship Application Draft Form

- Please make a copy of the draft form as a two-page spread in its original size on an A3 sheet. It should be copied in black and white and printed on both sides in the same manner as the form.
- It will be returned to students if there are any problems with the draft. Please enter the information to Scholar Net based on the draft form you prepared.

#### 12. Written agreement on the handling of personal credit information \*form prescribed for separate application process

「貸与奨学金案内」(guidelines for applying for a JASSO scholarship loan)

- Be sure to write the date on the upper right corner of the document.
- Provide your current address (not necessarily the address on your Certificate of Residence).
- When affixing a seal, use a stamp that requires an inkpad. Do not use a self-inking seal or rubber stamp.
- After submission to Keio University, please keep the document that is returned for your records. A seal will also be affixed on this document.

#### 13. Official Documents shows your “Status of Residence” and “Period of Stay”

- Required if an applicant holds nationality other than Japanese.
- Please submit that shows your state of residence such as a copy of a Residence Card, “Special Permanent Residence” Certificate, Certificate of Residence,
- Those who hold “Legal Special Permanent Residence” and “Permanent Residence” do not need any document.
- If your period of stay is over at the time applying a scholarship, you will submit a document shows you applied to the extension of period of stay.

#### 14. Required documents when applying as an individual living independently

In order to be recognized as an individual living independently, you must meet all of the conditions listed under (1) to (4) below (in the case of (1), either A or B must apply), and you are required to submit documentation proving that you are living independently. If you do not meet all 4 conditions or if you cannot submit the required documents, you will not be recognized as a student living independently.

##### Conditions to be recognized as living independently

(1)	<b>A)</b> You earn an annual income exceeding 1,030,000 yen and have declared your income to the tax office so that a Certificate of Annual Income can be issued.
	<b>B)</b> You have resigned or taken administrative leave from a job, etc., to enroll at Keio University, thereby losing a source of income, or, you have an annual income of less than 1,030,000 yen (including income earned by your spouse) and are living off your savings, etc.
(2)	You are not a dependent relative of your parents, etc. (excluding their spouse)
(3)	You are living separately from your (and your spouse's) parents, etc.
(4)	You are not receiving any financial support from your parents, etc. (excluding your spouse)

##### If the condition under (1) A above applies to you, please submit all the documents listed below.

Required Documentation	Note
Record of Independent Household Finances	Use prescribed form G
Your (and your spouse's) most recent Certificate of Annual Income	Refer to p. 30 of the 2021年度慶應義塾大学大学院奨学金案内 (Keio University Scholarship Information Guidebook 2021, Graduate School [Japanese version])
Documents pertaining to both your own and your spouse's income (documents showing that your income for the previous year or expected income for this year is more than 1,030,000 yen)	Refer to p. 31–33 of the 2021年度慶應義塾大学大学院奨学金案内 (Keio University Scholarship Information Guidebook 2021, Graduate School [Japanese version])
A document showing that you are not a dependent of your parents	E.g., <ul style="list-style-type: none"> <li>• Copy of a valid health insurance card</li> <li>• Most recent Certificate of Annual Income of your parents (original documents)</li> <li>• Tax Withholding Certificate and Tables 1 and 2 of the final tax return forms of your parents (photocopy)</li> </ul>
A document showing that you live separately from your parents	E.g. <ul style="list-style-type: none"> <li>• Certificate of Residence that includes all members of the household (must be an original document issued within the last 3</li> </ul>

	months) • Lease contract in your name (photocopy) • Copy of utilities or other bills (must be issued from April of the applicable year)
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**If the condition in (1) B above applies to you, please submit all the documents listed below.**

Required Documentation	Note
Record of Independent Household Finances	Use the prescribed form G
Your (and your spouse's) most recent certificate of income	Refer to p. 30 of the 2021年度慶應義塾大学大学院奨学金案内 (Keio University Scholarship Information Guidebook 2021, Graduate School [Japanese version])
Required documents concerning your own and your spouse's income	Refer to p. 31–33 of the 2021年度慶應義塾大学大学院奨学金案内 (Keio University Scholarship Information Guidebook 2021, Graduate School [Japanese version])
Your certificate of resignation/leave (if you resigned or took administrative leave to enroll at Keio University)	Refer to p. 33 of the 2021年度慶應義塾大学大学院奨学金案内 (Keio University Scholarship Information Guidebook 2021, Graduate School [Japanese version])
A document showing that you are not a dependent of your parents	E.g. • Copy of a valid health insurance card • Most recent Certificate of Annual Income of your parents (original document) • Tax Withholding Certificate and Tables 1 and 2 of the final tax return forms of your parents (photocopy)
A document showing that you live separately from your parents	E.g. • Certificate of Residence that includes all members of the household (must be an original document issued within the last 3 months) • Lease contract in your name (photocopy) • Copy of utilities or other bills, etc. (must be issued from April of the applicable year)

\*In addition to the above, you may be asked to submit other supporting materials as necessary.

#### **Important notes:**

- You will not be recognized as an individual living independently if you cannot provide documentation to show that you earn sufficient money to support yourself.
- You will not be recognized as an individual living independently if you are receiving benefits from your relatives, such as living in a property owned by your parents.
- You will not be recognized as living separately if you live in a two-generation house or a similar setup.

#### **15. Documents required for applications at certain graduate schools**

- Students at the Graduate School of Science and Technology and the Graduate School of Media and Governance must submit the form “Academic Accomplishments.” Please download the prescribed form from the following URL:  
 Graduate School of Science and Technology: [https://www.st.keio.ac.jp/en/students/ic/campus\\_life/scholarships.html](https://www.st.keio.ac.jp/en/students/ic/campus_life/scholarships.html)  
 Graduate School of Media and Governance: <http://www.gakuji.keio.ac.jp/en/sfc/scholarship/info1.html>
- Students of the Graduate School of Health Management may be required to submit a Research Plan, depending on the scholarship. Please download the prescribed form from the following site:  
<https://www.students.keio.ac.jp/sfc/scholarships/unique/nmc-gshm.html> (Japanese language only)
- Students of the Graduate School of Pharmaceutical Sciences, may be required to submit a Research Report, depending on the scholarship. There is no prescribed form for this report.

## Details on the Required Documentation on Income and Household Circumstances

Read the explanations below carefully and submit the appropriate documents. Make sure the relevant persons provide the required documents relating to their income and household circumstances. Do so for each person in question.

### Required Documentation on Income

○ = to be submitted ★ = to be submitted in cases where a final tax return has not been filed △ = to be submitted in cases of changes in employment

Form of Income/Household Circumstances		Required Documentation
Income from salary (including part-time employment)  Note, this is only required if an income certificate cannot be issued for the applicant's employment (only for JASSO's scholarship loans applications)	Working for the same employer since January 1, 2020	○ 所得証明書 (shotoku shōmeisho) / Certificate of Annual Income <sup>1</sup> ○ 源泉徴収票 (gensen chōshūhyō) / Statement of Earnings
	Receiving employment, a wage reduction (reemployment, etc.), or changing jobs on or after January 2, 2020	○ 所得証明書 (shotoku shōmeisho) / Certificate of Annual Income <sup>1</sup> ○ 源泉徴収票 (gensen chōshūhyō) / Statement of Earnings ○ 年収見込証明書 (nenshū mikomi shōmeisho) / Certificate of Expected Annual Income △ 退職証明書 (taishoku shōmeisho) / Certificate of Resignation/Retirement or 廃業証明書 (haigyō shōmeisho) / a document proving business closure
	Receiving a salary as a family business employee <sup>2</sup>	○ 所得証明書 (shotoku shōmeisho) / Certificate of Annual Income <sup>1</sup> ○ 源泉徴収票 (gensen chōshūshō) / Statement of Earnings ○ 確定申告書 (kakutei shinkokusho) / Final Tax Return
	Receiving a salary from more than two sources	○ 所得証明書 (shotoku shōmeisho) / Certificate of Annual Income <sup>1</sup> ○ 源泉徴収票 (gensen chōshūshō) / Statement of Earnings ○ 確定申告書/kakutei shinkokusho Final Tax Return
	Receiving incomes other than a salary (real estate incomes, dividend incomes, miscellaneous incomes, etc.)	○ 所得証明書 (shotoku shōmeisho) / Certificate of Annual Income <sup>1</sup> ○ 源泉徴収票 (gensen chōshūshō) / Statement of Earnings ○ 確定申告書 (kakutei shinkokusho) / Final Tax Return
	Working overseas since January, 2020	See page 32
	In case any certificate cannot be issued for a part time job that the applicant engaged in (required only for JASSO scholarship loans)	○ 所得証明書 (shotoku shōmeisho) / Certificate of Annual Income <sup>1</sup> ○ アルバイト収入状況報告書 (Prescribed form H) (arubaito shunyujōkyō hōkokusho) / Income Report from Part-time Work
Business Income/Other Incomes	Independent businesspersons	○ 所得証明書 (shotoku shōmeisho) / Certificate of Annual Income <sup>1</sup> ○ 確定申告書 (kakutei shinkokusho) / Final Tax Return
	Agricultural income earners	○ 所得証明書 (shotoku shōmeisho) / Certificate of Annual Income <sup>1</sup> ○ 確定申告書 (kakutei shinkokusho) / Final Tax Return
	Salesperson remuneration	○ 所得証明書 (shotoku shōmeisho) / Certificate of Annual Income <sup>1</sup> ○ 確定申告書 (kakutei shinkokusho) / Final Tax Return ○ 報酬料金支払調書 (hōshū ryōkin shiharai chōsho) / Remuneration Fees Payment Report
	Self-employed persons	○ 所得証明書 (shotoku shōmeisho) / Certificate of Annual Income <sup>1</sup> ○ 確定申告書 (kakutei shinkokusho) / Final Tax Return
	Recipients of annuities/pensions	○ 所得証明書 (shotoku shōmeisho) / Certificate of Annual



		Income <sup>1</sup> ○ 確定申告書 ( <i>kakutei shinkokusho</i> ) / Final Tax Return ★ 公的年金等の源泉徴収票 ( <i>kōteki nenkinnado no gensen chōshūhyō</i> ) / Statement of Earnings for Public Pension, etc.
	Running a business since January 2, 2020	○ 所得証明書 ( <i>shotoku shōmeisho</i> ) / Certificate of Annual Income <sup>1</sup> ○ 開業後の収入報告書 ( <i>kaigyōgo no shūnyū hōkokusho</i> ) / Income Status Report After Opening Business △ 退職証明書 ( <i>taishoku shōmeisho</i> ) / Certificate of Resignation/Retirement or 廃業証明書 ( <i>haigyō shōmeisho</i> ) / Document Proving Business Closure
No Income	No income since January 1, 2019	○ 所得証明書 ( <i>shotoku shōmeisho</i> ) / Certificate of Annual Income <sup>1</sup> ○ 生活状況報告書 ( <i>seikatsu jōkyō hōkokusho</i> ) / Financial Supporter Report <sup>3</sup>
	Having earned a salary at some point between January 1, 2019 and the present	○ 所得証明書 ( <i>shotoku shōmeisho</i> ) / Certificate of Annual Income <sup>1</sup> ○ 源泉徴収票 ( <i>gensen chōshūshō</i> ) / Statement of Earnings ○ “退職証明書 ( <i>taishoku shōmeisho</i> ) / Certificate of Resignation/Retirement ○ 雇用保険受給資格者証 ( <i>koyō hoken jyukyū shikakushashō</i> ) / Employment Insurance Eligibility Card ○ 生活状況報告書 ( <i>seikatsu jōkyō hōkokusho</i> ) / Financial Supporter Report <sup>3</sup>
	Having earned an income other than a salary sometime between January 1, 2019 and the present	○ 所得証明書 ( <i>shotoku shōmeisho</i> ) / Certificate of Annual Income <sup>1</sup> ○ 確定申告書 ( <i>kakutei shinkokusho</i> ) / Final Tax Return ○ 廃業証明書 ( <i>haigyō shōmeisho</i> ) / a document proving business closure ○ 生活状況報告書 ( <i>seikatsu jōkyō hōkokusho</i> ) / Financial Supporter Report <sup>3</sup>

<sup>1</sup> 収入計算書 (*shunyu keisansho*) / Income Statement is required only for JASSO scholarship loan applications.

<sup>2</sup> Employer (e.g., your father): Final tax return form; specifically, the part showing the salary to the employee (e.g., your mother)

<sup>3</sup> A Financial Supporter Report should be submitted in cases where both of your parents, or yourself and your spouse have no income. It should be filled in by the main financial supporter of the household with his/her signature or seal affixed.

## Required Documentation on Household Circumstances (only for those who fit the descriptions)

12. Exceptional circumstances: See p. 32

13. Working overseas either this year or last year: See p. 32

14. Receiving livelihood protection: See p. 32

15. Receiving injury and sickness allowance: See p. 32

16. Single-parent households: See p. 32

17. Living with someone with disabilities: See p. 33

(\*) Those pages are of the 2021年度慶應義塾大学大学院奨学金案内 (Keio University Scholarship Information Guidebook 2021, Graduate School [Japanese version])

## Summary of Documents

1-1. 所得証明書 (*shotoku shōmeisho*) / Certificate of Annual Income” (Must be a recent copy; provide one for each parent)

Issuer: Local Government Office

- An original copy must be submitted.
- It must be issued by the local government office where the household has been located since January 1 of the current year. Submit a 所得証明書 / Certificate of Annual Income for the most recent fiscal year.
- This document is required to confirm the category of income/revenue and its breakdown and amount, spouse/headcount of dependents and categories of deduction. Please ask to include these items when you apply to your local government office. If the item for the income is blacked out, it will not be accepted and should be reissued.
- This document must be submitted irrespective of whether the person has an income or not. In the case of full-time homemakers,

etc., even if their income is 0 yen, it is still necessary to submit a certificate of income stating total income and earnings to be 0 yen. It will not be accepted if it only verifies the payment of or exemption from taxes. A certificate is still required for part-time employees, etc., who are within the criterion of a tax exempt dependent.

- The submission of documents other than those regarding the parents of the applicant may be required for single-parent households (see p. 32). In cases where parents are absent from the household, it is necessary to submit documentation regarding the person who supports the household finances
- If one's parents reside outside Japan, it will not be possible to issue a 所得証明書 / Certificate of Annual Income. In such cases, a 海外勤務および給与支払（見込）証明 (kaigaikinmu oyobi kyūyo siharai (mikomi) shōmeisho) / Certificate of Employment Overseas and (Expected) Income will be accepted instead. (This is a prescribed form.) If a parent works for an overseas corporation, students must submit either a letter from their parents explaining why the 所得証明書 / Certificate of Income could not be issued (no set format) or a 住民票（除票） (jyūminhyō johyō) / Certificate of Residence (deleted residence record).

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#### 1-2. 収入計算書 (shunyu keisansho) / Income Calculation Sheet \*Required only for JASSO scholarship loan applications.

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- An original copy must be submitted.
- Those who apply for the JASSO's scholarship loans must submit the documentation on income mentioned in the 収入計算書 (shunyu keisansho) / Income statement" and "貸与奨学金案内" (Loan-type Scholarships Guidebook) in addition to the documentation listed in this guidebook.

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#### 2. 源泉徴収票 (gensen chōshūhyō) / Statement of Earnings \*copies accepted Issuer: Employer

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- Check to make sure that the amount for one-year's salary from January to December last year is stated on the document. For those who secured employment part way through the year, it will be necessary to submit a 年収見込証明書 (nenshū mikomi shōmeisho) / Certificate of Expected Annual Income. Those who have resigned/retired should provide a 源泉徴収票 / Statement of Earnings for the year he/she resigned/retired.
- If it the 源泉徴収票 / Statement of Earnings has been lost or used, ask the company to reissue one.
- If the person has several 源泉徴収票 / Statements of Earnings, write "employed" or "resigned/retired" in red in the upper right corner of each document.

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#### 3. 年収見込証明書 (nenshū mikomi shōmeisho) / Certificate of Expected Annual Income \*prescribed form/original

Issuer: Employer

- This document is necessary to discern the amount of expected income for the year. Applicable in cases of receiving employment, changing jobs, wage reductions, reemployment, etc., since January 2 last year.
- Use the prescribed form to acquire certification from the employer. The 年収見込証明書 / Certificate of Expected Annual Income must be submitted for full-time employees. In cases where employers will not issue a certificate due to the type of employment, such as part-time or temporary work, submit copies of pay slips for the last three months. The person's full name, amount of monthly salary, date of salary payment, and name of employer must all be filled in. Furthermore, write out the type of employment (part-time, temporary work, etc.), and whether any bonuses have been received and the amount in the margin.

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#### 4. Table 1 and Table 2 of the 所得税の確定申告書（控） (shotokuzei no kakutei shinkokusho (hikae)) / Final Tax Return for income tax (receipt) \*copies accepted

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- Submit copies of both Table 1 and Table 2 of the 所得税の確定申告書（控） / Final Tax Return for income tax (receipt) for the previous year.
- In cases of receiving a salary or income, attach the 源泉徴収票 / Statement of Earnings to allow confirmation of mid-term employment or resignations/retirement.
- Table 1 or 2 with a seal of either your local government office or a tax accountant office must be submitted. If you filed using an online form, please submit a photocopy of your 申告内容確認表 (shinkoku naiyo kakuninhyō) / Final Tax Return Confirmation Sheet instead. If neither document are available, you should submit an original copy of a Certificate of Tax Payment (Part 2).
- In cases where a 確定申告 / Final Tax Return was not filed for low income agricultural or independent businesses, submit a copy of the 市民税（県民税）申告書（控） (/shiminzei (kenminzei) shinkokusho (hikae)) / Municipal Resident Tax (or Prefectural Resident Tax) Return Form (receipt) that was filed at the local government office.
- If there are accompanying documents and this is noted in the "breakdown of income" section of Table 2, please be sure to also submit these accompanying sheets as well.

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#### 5. 公的年金等の源泉徴収票 (kōteki nenkinnado no gensen chōshūhyō) / Statement of Earnings for Public Pension, etc.

\*copies accepted

Issuer: Japan Pension Service, etc.

- Submit for all public pensions you receive, such as national pensions including old-age pensions, disability pensions, survivor's pensions, and welfare pensions.
- A 公的年金等の源泉徴収票 / Statement of Earnings for Public Pension, etc., is issued and mailed to you by the Japan Pension Service once a year.
- If you do not have a 公的年金等の源泉徴収票 / Statement of Earnings for Public Pension, etc., to hand, please submit a copy



of either a 年金振込通知書(*nenkin furikomi tsūchisho*)/ Pension Payment Notification or a 年金額改定通知書 (*nenkingaku kaitei tsūchisho*) / Pension Revision Notification, and enter the number of payments received annually in the margin. These notifications are issued by the Japan Pension Service. Make sure that the recipient's name is on the notification.

\*The statements and notifications should have the recipient's name on them. If it has been sent by postcard and there is no recipient name on the notification sheet, then please also submit a photocopy of the section with the recipient's name and address.

\*If a Final Tax Return has been filed, submit copies of Table 1 and Table 2 of the 確定申告書 (控え) (*kakutei shinkokusho(hikae)*) / Final Tax Return (receipt).

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6. 報酬料金支払調書 (*hōshū ryōkin shiharai chōsho*) / Remuneration Fees Payment Report \*copies accepted Issuer: Payer

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- For salespersons or registered representatives, a payment report is issued by the payer.
- Submit the reports for all remuneration fees received in the last year.

\*Submit together with copies of Table 1 and Table 2 of the 所得税の確定申告書 (控え) (*shotoku no kakutei shinkokusho [ (hikae) ]*) Final Tax Return Form, as given above in section 4.

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7. 退職証明書 (*taishoku shōmeisho*) / Certificate of Resignation/Retirement) \*copies accepted Issuer: Employer

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- Submit a document that states the date of resignation/retirement. If you are not able to submit a 退職証明書 / Certificate of Resignation/Retirement you may instead submit a 源泉徴収票 (*gensen chōshūhyō*) / Statement of Earnings (with the date of resignation/retirement), a 退職金支給証明書 (*taishokukin shikyū shōmeisho*)/ Certificate of Severance Pay, a 退職金の源泉徴収票 (*taishokukin no gensen chōshūhyō*) / Statement of Earnings for Severance Pay, or a 雇用保険の離職票 (*koyō hoken no rishokuhyō*)/ Separation Notice for Employment Insurance. If the person concerned is currently without an income, this should also be stated in the margin.
- In cases where a 退職証明書 / Certificate of Resignation/Retirement cannot be submitted due to having been employed on a part-time or temporary basis, submit a written explanation by the person concerned. The date of entry, full name of the individual who resigned/retired, date of resignation/retirement, name of company, and the person's signature and seal must all be included in the written explanation (no set format). If currently without an income, this should also be stated in the margin.

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8. 廃業証明書 (*haigyō shōmeisho*) / Document proving business closure \*copies of publicly issued certificates accepted Issuer: Relevant Government Office/Agency

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- In cases of business dissolution, closure, personal bankruptcy, corporate bankruptcy, or business suspension, submit either the documentation that was filed at the government office concerned, relevant publicly issued certification, or a certificate issued by a lawyer.
- If there is no publicly issued certification, submit a written explanation by the person concerned. The date of entry, industry type, name of shop/company, date of dissolution, reason for dissolution, and the person's signature/seal must all be included in the written explanation (no set format).

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9. 雇用保険受給資格者証 (*koyō hoken jyukyū shikakushashō*) / Employment Insurance Eligibility Card \*copies accepted Issuer: Hello Work

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- Submit if receiving unemployment benefits (unemployment insurance) or have received unemployment benefits in the last year. This card is issued by Hello Work (Employment Security Office).
- Ensure that the person's full name, the date of the final day of employment at previous job, daily basic allowance, and prescribed number of days for allowance have all been filled in and make a copy of both sides.

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10. アルバイト収入状況報告書 (*arubaito shunyujōkyō hōkokusho*) / Income Report from Part-time Work \*prescribed form: I

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- If you apply for the JASSO scholarship loan and the employer cannot not issue a certificate, you should fill in the form yourself.

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11. 開業後の収入状況書 (*kaigyōgo no shūnyū jōkyōsho*) / Income Status Report after Opening a Business \*original

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- This report is to be submitted if the person concerned has been running a business since January 2 of the previous year.
- The document must be dated and written by the person receiving the income, and to confirm the said person's income status, it must include his/her signature and seal, the office address and telephone number, start date of the business, industry type, scale of facilities, sales figures, expenses, income amount.

**Required documentation on household circumstances (applicable persons only)**

If any of the following situations apply, submit the documentation designated for each item respectively.

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12. 生活状況報告書 (*seikatsu jōkyō hōkokusho*) / Financial Supporter Report (in cases of exceptional circumstances) \*prescribed form F/original

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You must submit a 生活状況報告書 / Financial Support Report filled in by the financial supporter of the household or guarantor with his/her signature or seal affixed if any of the following situations apply:

1. You live in a household with no income
2. You are currently receiving livelihood protection
3. You live in a single-parent household
4. There have been sudden changes to household finances
5. In exceptional cases where publicly certified documentation on income status such as a 源泉徴収票 (*gensen chōshūhyō*) / Statement of Earnings and a 確定申告書 (*kakutei shinkokusho*) / Final Tax Return Form cannot be submitted.
6. There are other exceptional family circumstances
7. There are circumstances not covered by items 1–6 that are approved by the university

The Financial Supporter Report is necessary to discern current family and livelihood circumstances. Provide as much detail as possible when filling out the report, including information concerning the circumstances leading up to the current situation, an explanation of the source for living expenses and money for academic fees and expenses, and regarding any receipt of child or other support, as well as the amount received.

### 13. Proof of Overseas Employment \*prescribed form/original

Issuer: Employer

- If the person concerned was working overseas in the current year and/or the previous year, a document that attests to this fact is required.
- In cases where the person is working or has previously worked overseas since January of the previous year for a company that has its headquarters in Japan, submit certification from the employer on the salary received overseas and the salary received in Japan for both this year and last, as well as information relating to dependents (for all dependents). Use the 海外勤務および給与支払（見込）証明書 (*kaigaikimmu oyobi kyūyoshiharai (mikomi) syōmeisyo*) / Certificate of Employment Overseas and (Expected) Income form.
- If working for an overseas corporation, submit documentation certifying gross income for last year (no set format). In this case, attach a Japanese translation of the most important points on the document.

### 14. Proof of Receipt of Livelihood Protection \*copies accepted

Issuer: Welfare Office

Submit a copy of a 保護決定（変更）通知書 (*hogo kettei (henkō) tsūchisho*) / Notification of Welfare Decision (change) stating the amount received, in addition to a 生活状況報告書 (*seikatsu jōkyo hōkokusho*) / Financial Supporter Report. A 受給証明書 (*jukyū shōmeisho*) / Certificate of Receipt is not accepted.

### 15. Proof of Receipt of Injury and Sickness Allowance \*copies accepted

Issuer: Japan Pension Service

If you receive injury and sickness allowance, submit a copy of a 傷病手当金通知書 (*shōbyō teatekin tsūchisho*) / Injury and Sickness Allowance Notification in addition to a 生活状況報告書 (*seikatsu jōkyo hōkokusho*) / Financial Supporter Report.

If either of the following situations (16 and 17) apply, by submitting the prescribed form it is possible to receive special deductions (after consideration of a screening of household finances). Note that the type of deduction varies by scholarship. If no submission is made or cannot be made, applicants will not be eligible for these deductions.

### 16. Single-parent households

Applicants from single-parent households should submit the following documentation in addition to a 生活状況報告書 (*seikatsu jōkyo hōkokusho*) / Financial Supporter Report.

#### 1. Single-parent household

Reason for single-parent household	Submission of Application Documents
Bereavement	[In cases of receiving a survivor's pension through bereavement] Copies of the 国民年金・厚生年金保険年金証書 ( <i>kokumin nenkin / kōsei nenkin hoken nenkin shōsho</i> ) / National Pension and Welfare Insurance Pension Certificate and a 年金払込通知書 ( <i>nenkin haraikomi tsūchisho</i> ) / Pension Payment Notification. (If the person concerned is not a recipient of a survivor's pension, make a note of this on the "Financial Supporter Report")
Separation (divorce/long-term marital separation)	[In cases of receiving child rearing allowance due to separation (divorce/long-term marital separation)] A copy of a 児童扶養手当認定通知書 ( <i>jidō fuyō teate nintei tsūchisho</i> ) / Child Support Certification Notice. (If the person concerned is not a recipient, make a note of this on the Financial Supporter Report)

#### 2. Documentation required due to the structure of the single-parent household

\*Submission is not necessary if those listed under "Persons for whom submission is required" are not members of the household (i.e., do not share living expenses)

Family structure	Persons for whom submission is required	Submission of Application Documents
Household with a single parent	Grandparents aged 60 or over (who share living expenses)	Latest 所得証明書 ( <i>shotoku shōmeisho</i> ) / Certificate of Annual Income and other required documentation regarding income <sup>1</sup>
Household with both parents absent	Grandparents aged 60 or over and unmarried siblings (who share living expenses)	

<sup>1</sup>Not required in cases where unmarried siblings are at a pre-school age or are currently students. Note that “student” is defined as those attending elementary school, junior high school, high school, technical colleges, and universities. Because the above definition of “student” does not include persons attending special training schools (general course) and miscellaneous schools (prep schools, vocational training schools, language schools, etc.), it will be necessary to prepare the documents for submission in these cases.

\*If the above family structures do not apply, additional documentation or further confirmation may be requested.

#### 17. Proof that a person with disabilities is a member of the household \*copies accepted

In cases where disabled persons share living expenses (including the student applying), submit the following documents in accordance with the type of disability.

If there is a certified caregiver for nursing care level 2-5	A copy of documentation certifying nursing care level such as 介護保険被保険者証 ( <i>kaigo hoken hihokenshashō</i> ) / Care Insurance Recipient Verification), etc. *Those who require support for nursing care level 1 do not receive special deductions.
If there is a person with both mental and physical disabilities in the household	A copy of a 身体障害者手帳 ( <i>shintai shōgaisha techō</i> ) / Physical Disability Certificate or a 療育手帳 ( <i>ryōiku techō</i> ) / Rehabilitation Certificate, such as a 愛の手帳 ( <i>ai no techo</i> ), みどりの手帳 ( <i>midori no techo</i> ), or a 精神障害者保健福祉手帳 ( <i>seishin shogaisha hoken fukushi techo</i> ) / Certificate of Health Care and Welfare Measures for Person with Mental Disability.
In the case of living with an atomic bomb victim	Copy of a 被爆者手帳 ( <i>hibakusha techō</i> ) / Atomic Bomb Survivor's Certificate

## **Financial Aid other than Scholarships**

### **1. Educational Loans by Keio University Partner Banks**

Educational loans by Keio University partner banks are provided in partnership with financial institutions to students currently enrolled at the university. Through this system, students are able to borrow money to cover academic fees and expenses such as tuition and admission. However, note that not all applicants may meet the standards set by the financial institutions. For further details regarding this system, refer to the Keio University Student Website:

<https://www.students.keio.ac.jp/en/com/scholarships/support/>

### **2. National Education Loans (Japan Finance Corporation)**

This is a public system that provides loans to guardians for the payment of school fees (admission fees, tuition fees, facility installation costs, etc.). It is possible to use this loan in combination with JASSO scholarship loans.

<https://www.jfc.go.jp/n/finance/search/ippan.html> (Japanese language only)

### **3. Welfare and Education Support Funds (Japan National Council of Social Welfare)**

The Social Welfare Loan System provides low-income households (families not paying residence tax) with loans covering the necessary expenses to study at university.

<http://www.shakyo.or.jp/guide/shikin/seikatsu/index.html> (Japanese language only)

## **Scholarships and Financial Aids for Special Circumstances**

### **1. Emergency Aid Scholarships for students who are experiencing unexpected financial difficulties**

Students who are in principal experiencing financial difficulties after enrolling in Keio University because of sudden changes in their family's financial situation (emergency reasons such as natural disaster, fire, or the bereavement of the household supporter, loss of job, retirement, sickness, etc.) and are finding it difficult to continue their studies.

Type	Scholarship	Eligible Students	Application Period	More information (*)
Benefit	• Keio University Degree Completion Scholarship	Master's and doctoral students, Law School students	May-June and November	p. 9
Loan	• JASSO emergency application (Category 1 Loans) • JASSO temporary application (Category 2 Loans)	Master's and doctoral students, Law School students	Any time (within one year after the change occurred)	p. 16

(\*) Those pages are of the 2021年度慶應義塾大学大学院奨学金案内 (Keio University Scholarship Information Guidebook 2021, Graduate School [Japanese version])

## 2. Scholarships and financial support that can be applied for when remaining in the same year (repeating a year)

In principle, you must advance to the next year level in order to be eligible for scholarships (excluding temporary leave of absence and remaining in the same year after study abroad). However, you can apply for the following scholarships and financial aid even if you remain in the same year (repeat a year). Additionally, you can also apply for a “National Educational Loan” which is provided by the Japan Finance Corporation, an external organization.

Type	Scholarship	Eligible Students	Application Period	More information (*)
Benefit	Keio University Graduate School Scholarship	Master's and doctoral students	April admission: April–May, September admission: Oct. (Differs according to graduate school)	p. 9
Benefit	Keio University Degree Completion Scholarship	Master's and doctoral students, Law School students	May-June and November	p. 9
Benefit	Keio University Recovery Assistance Scholarship for Victims of the Great East Japan Earthquake	Victims of the Great East Japan Earthquake	Check the website on each campus	See 3. below
Loan	Educational Loans by Keio University Partner Banks	Master's and doctoral students, Law School students	Differs according to financial institution	p. 45

(\*) Those pages are of the 2021年度慶應義塾大学大学院奨学金案内 (Keio University Scholarship Information Guidebook 2021, Graduate School [Japanese version])

## 3. Scholarships for Keio Students who are victims of large-scale natural disasters (disasters of extreme severity)

This scholarship is for Keio students who are victims of a large-scale natural disaster such as the Great East Japan Earthquake, putting the continuation of their studies into jeopardy due to economic reasons.

Type	Scholarship	Eligible Students	Application Period	Gross amount (planned)
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Internal	Keio University Graduate School Scholarship	Victims of the Great East Japan Earthquake and other disasters	May-June and November	An amount up to the total academic fees and expenses
Internal	Keio University Recovery Assistance Scholarship for Victims of the Great East Japan Earthquake	Victims of the Great East Japan Earthquake	Check the website of each campus	An amount up to the total academic fees and expenses
External	JASSO grant funding	Master's and doctoral students, Law School students	Within 3 months counting from the start of the month following the disaster	100,000 yen

#### 4. Scholarships for Study Abroad

There following are scholarships that provide financial assistance for studying abroad.

Type	Scholarship	Eligible Students	Application Period	Reference
Loan	JASSO scholarship loans for study abroad (Category 2 Loans)	All year levels	May and September in 2021, and January in 2022 (planned)	p. 16
Loan	JASSO scholarship loans for short-term study abroad (Category 2 Loans)	Law School students	Students who complete their master's or doctoral program in March 2022 or graduates who will complete the master's or doctoral program within three years.	p. 16

(\*) Those pages are of the 2021年度慶應義塾大学大学院奨学金案内 (Keio University Scholarship Information Guidebook 2021, Graduate School [Japanese version])

In addition to the above, there are various scholarships offered to Keio students to support their studies abroad, such as the Keio University Student Exchange (Outbound) Scholarship, JASSO scholarship loans, and scholarships offered by universities, countries, and governments at study abroad destinations. For more information refer to the International Center website:

[http://www.ic.keio.ac.jp/en/keio\\_student/scholarship/](http://www.ic.keio.ac.jp/en/keio_student/scholarship/)

Information on scholarships for study abroad can also be found on the JASSO website:

<http://ryugaku.jasso.go.jp/scholarship/> (Japanese language only)

#### **Important Notes for after Acceptance of Application**

- In order to confirm the eligibility of students whose scholarship applications were accepted, information relating to their academic record (number of credits attained/grades) and enrollment information regarding advancement to the next year, repeating a year, graduation, withdrawal from the university, leave of absence, studying abroad, and suspension, etc., may be submitted to the scholarship providers.

- In cases where scholarship recipients are subject to disciplinary action such as suspension in accordance with University Regulations, measures will be taken in accordance with the rules and regulations for the scholarship or financial aid concerned to stop the provision, to recover a part of any payments already made, and to disqualify the concerned party from receipt of the scholarship or loan.

### **Procedures relating to Changes in Student Registration (Temporary Leave of Absence, Study Abroad, Repeat of Year, and Withdrawals)**

If, after the scholarship application has been accepted students repeat a year, take a temporary leave of absence, study abroad, or withdraw from the university, depending on the scholarship or financial aid, provision or loan payments may be stopped and said students may have to return part of the amount already received. Students should promptly get in contact with the scholarship section at the campus where they are enrolled and carry out the necessary administrative procedures.

The administrative procedures described below are for internal scholarships. Refer to the 2021年度慶應義塾大学大学院奨学金案内 (Keio University Scholarship Information Guidebook 2021, Graduate School; Japanese version) for information on JASSO scholarship loans and scholarships from private organizations and local governments.

### **Procedures for Recipients of Internal Scholarships**

Recipients may lose their eligibility to receive the scholarship if repeating a year, taking a temporary leave of absence, or withdrawing from the university. For studying abroad, if the student's registration status is changed to "studying abroad" from "enrolled," some scholarships continue to be paid out if the prescribed procedures are followed. But in other cases, either a part or the total amount of the scholarship provision already received must be returned.

Students should contact the scholarship section at the campus where they are enrolled once it is decided that they will take a temporary leave of absence, study abroad, or withdraw from the university.

### **Procedures for Changes to Address (guarantor or scholarship recipient), Guarantor, Surname, or Bank Account for Money Transfers**

In cases of changes to an address (guarantor or scholarship recipient), surname, or guarantor, students should promptly contact the scholarship and academic affairs sections at the campus where they are enrolled and carry out the necessary administrative procedures. (For changes to the student's address, register this on the Academic Affairs Web System). For scholarships with continuous payments, including JASSO scholarship loans, students should contact the scholarship section at the campus where they are enrolled in the case of any changes to the bank account they use for money transfers.

## **Prescribed Forms**

For the prescribed forms below, use the documents included in the 2021年度慶應義塾大学大学院奨学金案内 (Keio University Scholarship Information Guidebook 2021, Graduate School; Japanese version):

- Checklist for Internal Scholarships, Private Organizations, and Local Government Scholarships (A)
- Checklist for Japan Student Services Organization (JASSO) Scholarship Loans (B)
- Application Slip (C-1, C-2)
- Certificate of Expected Annual Income (D)
- Certificate of Employment Overseas and (Expected) Income (E)
- Financial Supporter Report (F)
- Record of Independent Household Finances (G)
- JASSO scholarship applicants only: Statement of income from part-time employment (H)
- Essay Form (Japanese) (I)

The documents listed above can be downloaded from the following website:

<https://www.students.keio.ac.jp/com/scholarships/apply/form.html>

Please refer to the 2021年度慶應義塾大学大学院奨学金案内 (Keio University Scholarship Information Guidebook 2021, Graduate School; Japanese version) for details on each scholarship, required documents for applications, prescribed forms required for applications, etc. Additionally, of the documents included at the end of this guide, English versions are available for the "Application Form," "AY 2021 Graduate School Scholarship Application Form," and "Applicant Information Sheet." If you require these, please ask at the scholarship section at your affiliated campus.