

# Checklist for Internal, Private Organizations, and Local Government Scholarships

Graduate School of (Master's / Doctoral) program Major Year level (2-year / 3-year) course	Student ID number								
	Furigana								
	Full name								

[Caution] If your individual number or "My Number" for the Social Security and Tax Number System is included in documents, please be sure to submit after blotting out all instances with a personal information protection stamp (the use of black ink is not permitted.)

Please confirm all details below and tick the "Self-check" column for all items that will be submitted.

The submission documents should be arranged in order from 1 to 12 as stated below and submitted together with this checklist.

Order	Documents	Reference (Shogakuki n Annnai; Japanese version)	Items to be confirmed	Self-check	Check by university	Remarks
①	<input type="checkbox"/> Application slip	p. 26 ①	<input type="checkbox"/> Is the name of the scholarship and scholarship provider correct? <input type="checkbox"/> If you are applying for donor designated scholarships recruiting in the Spring Semester, have you checked to make sure that you are not applying to more than 3, the maximum number you are permitted to apply to?	<input type="checkbox"/>	<input type="checkbox"/>	
②	<input type="checkbox"/> Checklist (this sheet)	p. 26 ②		<input type="checkbox"/>	<input type="checkbox"/>	
③	AY 2024 Graduate School Application Form	p. 26 ③	<input type="checkbox"/> Have you entered all of the required items? <input type="checkbox"/> Have you printed out single-sided on A4 in monochrome?	<input type="checkbox"/>	<input type="checkbox"/>	
④	Applicant Information Sheet (Graduate)	p. 26 ④	<input type="checkbox"/> Have you entered all of the required items? <input type="checkbox"/> Have you printed out single-sided on A4 in monochrome?	<input type="checkbox"/>	<input type="checkbox"/>	
⑤	Latest certificate of annual income · For both parents [in cases where both parents are absent, the person who supports the household finances in their place] · For the applicant and his/her spouse if applying as a financially independent person	p. 30 ⑤-1	<input type="checkbox"/> Is this the latest certificate issued by the local municipal office? <input type="checkbox"/> Have you prepared certificates for both of your parents? (Submission required even if they have no income.) <input type="checkbox"/> Does the certificate state the number of people including your spouse and dependents and the amounts, breakdowns, and categories of incomes and earnings as well as the categories of any deductions? Have you made sure that incomes and amounts have not been hidden with asterisks, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	
⑥	Required documents attesting to household circumstances and income · For both parents [in cases where both parents are absent, the person who supports the household finances in their place] · For the applicant and his/her spouse if applying as a financially independent person	p. 31 ⑥ - p. 33 ⑦	<input type="checkbox"/> Have you prepared certificates for both of your parents? <input type="checkbox"/> Have you carefully checked pp. 26–31 to ensure that no documents are missing or incomplete? [Important] · Please prepare the documents in A4 size. <input type="checkbox"/> Have you made sure that your Individual Number "My Number" is not included on the documents you will submit? If it is, please only submit these after blotting out all instances with a personal information protection stamp (the use of black ink is not permitted). <input type="checkbox"/> Depending on the amount of income (2.1 million yen or less for a two-parent household), submission of a "Financial Supporter Report" is required.	<input type="checkbox"/>	<input type="checkbox"/>	
⑦	[Applicable persons only]  Documents required for special deductions due to income and household circumstances  (Tick the below boxes for the special deductions that apply)  <input type="checkbox"/> Single-parent household <input type="checkbox"/> Disability		<input type="checkbox"/> Have you prepared a Financial Supporter Report (document <input type="checkbox"/> ) if the circumstances detailed on p.32 ⑫ apply?  (The below differ depending on the content of deductions) <input type="checkbox"/> Have you prepared the latest certificate of annual income and the required documents concerning household circumstances and earnings if you are a member of a single-parent household with no working siblings but grandparents aged 60 years or older are included in the living expenses, or if your parents are absent and older siblings (not at school) who are not	<input type="checkbox"/>	<input type="checkbox"/>	

			<p>married are included in the living expenses? p. 33 ⑮</p> <p><input type="checkbox"/> Have you prepared copies of the "National Pension and Welfare Insurance Pension Certificate," "Pension Payment Notification," etc., if you are a member of a single-parent household through bereavement and are receiving a survivor's pension? p. 33 ⑮</p> <p><input type="checkbox"/> Have you prepared a copy of the "Child Support Notification Certificate" if you are a member of a single-parent household and are receiving child care allowance? p. 33 ⑮</p> <p><input type="checkbox"/> Have you prepared a copy of the physical disability certificate and documents certifying the nursing care level, etc., if a member of the household is disabled? p. 33 ⑰</p>			
8	Documents relating to academic grades	p. 26 ⑤	<p><input type="checkbox"/> If a first-year student, have you prepared copy of the grade report for your previous degree program (only for students who advanced internally at Keio) or your Transcript of Academic Record, and if a second-year student or above, copies of your grade reports for your current and previous degree programs (only for students who advanced internally at Keio) or your Transcripts of Academic Record?</p> <p>[Important] Please prepare original copies of your Transcripts of Academic Record.</p> <p>· Refer to p. 26 ⑤ if applying in the Fall Semester (Spring Semester for September entrants)</p>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Copy of the two-page spread of the student's bankbook showing the account holder's name and details (A4 size)	p.26 ⑥	<p><input type="checkbox"/> Has the bank account been opened in your name?</p> <p><input type="checkbox"/> Have you made sure that you have not designated a bank to which money cannot be transferred? p. 26 ⑥</p> <p><input type="checkbox"/> Have you made sure that there are no changes to the branch name, branch number, or account number?</p> <p>[Important]</p> <p>· Please do not cut the sheet of the photocopy to the size of the bankbook.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Essays, study plans, disaster victim certificates, etc. *Only for scholarships specifying as necessary	p. 27 ⑩	<p><input type="checkbox"/> Have you filled in using a black pen or black ballpoint pen?</p> <p><input type="checkbox"/> If you are repeating a year or undergoing screening for advancement and are applying to the "Keio University Degree Completion Scholarship," have you downloaded and filled in the "Study plan"?</p> <p><input type="checkbox"/> If you are applying to a scholarship for Keio students who were affected by a large-scale natural disaster, have you prepared a disaster victim certificate?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
11	[Applicable persons only] Documents required if applying as a financially independent person	p. 27 ⑱	<p><input type="checkbox"/> If the circumstances detailed in p. 27 ⑱ apply, have you prepared a "Declaration of Financial Independence" (document <input type="checkbox"/> enclosed in booklet)?</p> <p><input type="checkbox"/> Have you prepared documents showing that you are not a dependent of your parents?</p> <p><input type="checkbox"/> Have you prepared documents showing that you live separately from your parents?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
12	[Applicable persons only] Documents required for the application by your graduate school	p. 27 ⑲	<p>[Important] · Students of the Graduate School of Science and Technology and the Graduate School of Media and Governance are required to submit their "Research Accomplishments." p. 27 ⑲</p> <p>· Students from the Graduate School of Health Management are required to submit a "Research Plan" or other documents depending on the scholarship.</p> <p>· Second-year students or above in the doctoral program of the Graduate School of Pharmaceutical Sciences are required to submit a "Research Report" or other documents depending on the scholarship.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

\*If you apply by post, please inform the scholarship section on your campus that the application has been sent.

Stamp of receipt