

Receipt number

Degree Completion Scholarship [AY2020 Spring Semester] Checklist (undergraduate students)

[Economic distress including sudden changes to household finances due to the impact of the spread of COVID-19 (coronavirus disease)] [Economic distress for other reasons]

Faculty	Student ID								
Department	number								
Year	Furigana								
Class group	Full name								

Referring to the “Scholarship Information Guidebook (undergraduate students),” please prepare the documents below and check the boxes in the “Self-Check” column for the items to be submitted.

(The Scholarship Application Form and Applicant Information Sheet are to be filled in via the Online Scholarship Application System: <https://gakushogaku.adst.keio.ac.jp/gakushogaku/Enter/>.)

(Forms can be downloaded from the student website: <https://www.students.keio.ac.jp/en/com/scholarships/apply/form.html>.)

The submission documents should be prepared in order from 1 to 12 and submitted together with this checklist.

Order	Documentation	Items for Confirmation	Self-Check	Admin-Check	Notes
1	① Application Slip	<input type="checkbox"/> Please write “Degree Completion Scholarship A” for the scholarship provider/scholarship name.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Checklist (this form)	(Prescribed form ①, “Checklist for Internal, Private Organization, and Local Government Scholarships,” is not used for this scholarship.)	<input type="checkbox"/>	<input type="checkbox"/>	Please submit with just the signature and seal of the applicant affixed (leaving the guarantor’s field blank) if the guarantor cannot affix his or her signature and seal in time. Once face-to-face classes begin on campus, please resubmit the forms with all of the seals affixed.
3	Scholarship Application Form for the 2020 Academic Year (fill in online and print out)	<input type="checkbox"/> Has the guarantor signed and affixed his/her seal in the “Name of Guarantor” field? (Stamping seals and rubber stamps not permitted.) <input type="checkbox"/> Have you affixed your seal using a vermilion ink pad? <input type="checkbox"/> Have you entered all of the required items? <input type="checkbox"/> Have you printed out double-sided on A4 in black and white?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Applicant Information Sheet (fill in online and print out)	<input type="checkbox"/> Have you entered all of the required items? (Please describe in detail your household’s financial situation and your personal income from part-time work.) <input type="checkbox"/> Have you printed out double-sided on A4 in black and white?	<input type="checkbox"/>	<input type="checkbox"/>	
5	Latest certificate of income (parents)	<input type="checkbox"/> Are these the most recent documents? Generally, certificates of annual income in the 2020 fiscal year (showing income for 2019) are issued from June. If making your application during the period in which the applicable local authority is only issuing certificates of annual income in the 2019 fiscal year (showing income for 2018), this will be accepted instead. <input type="checkbox"/> Have you prepared certificates for both of your parents? (Submission required even in cases of having no income or being full-time homemakers.)	<input type="checkbox"/>	<input type="checkbox"/>	
6		<input type="checkbox"/> Have you stated the number of people in the household including spouses and dependents, and the amounts, breakdowns, and types of incomes and earnings as well as types of deductions? Are the amounts for earnings blanked out with asterisks (* * * *) or some other method?			
7	Documents proving household circumstances and income	<input type="checkbox"/> Have you prepared a certificate for both of your parents? <input type="checkbox"/> Have you carefully checked the “Scholarship Information Guidebook (undergraduate students)” to ensure that there are no missing or incomplete documents? <input type="checkbox"/> Have you attached original certification documents which are not sized A4, such as the Tax Withholding Certificate, to an A4 sheet with glue ready for submission?	<input type="checkbox"/>	<input type="checkbox"/>	
8		<input type="checkbox"/> Is your Individual Number (My Number) stated on any of the documents that you will submit? If it is, please only submit these after blotting out all of the applicable places with a personal information protection stamp (the use of black ink is not permitted).			

Student ID number										Full name	
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Order	Documentation	Items for Confirmation	Self-Check	Admin-Check	Notes
9	<p>Required documentation in the case of special deductions for income and household circumstances *eligible applicants only</p> <p>(Check the boxes <input checked="" type="checkbox"/> for the special deductions that apply below)</p> <input type="checkbox"/> Single-parent household <input type="checkbox"/> Disabled	<input type="checkbox"/> Have you prepared a Financial Supporter Report (document ㉔ attached to booklet) when special circumstances apply such as being a member of a household with no income, receiving Livelihood Protection, or being a member of a single-parent family? <input type="checkbox"/> Have you prepared the latest certificate of annual income and other required documents concerning household circumstances and earnings if you are a member of a single-parent household with grandparents aged 60 years or over included in the living expenses, or your parents are absent and unmarried siblings (not at school) are included in the living expenses? <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 receiving a survivor's pension? <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 receiving a child support allowance? <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? <input type="checkbox"/> Is your Individual Number (My Number) stated on any of the documents that you will submit? If it is, please only submit these after blotting out all of the applicable places with a personal information protection stamp (the use of black ink is not permitted).	<input type="checkbox"/>	<input type="checkbox"/>	
10	Copy of student's bankbook (A4 size)	<input type="checkbox"/> Has the bank account been opened in your name? <input type="checkbox"/> Has there been any changes to the branch name, branch number, or account number? [Important] *Please do not cut the copied sheet to the size of the bankbook.	<input type="checkbox"/>	<input type="checkbox"/>	
11	Copy of the result screen for the Japan Student Services Organization's (JASSO) "Scholarship Payment Simulation"	<input type="checkbox"/> Have you printed out the screen displaying the results of Scholarship Payment Simulation ("full payment support," "2/3 payment support," "1/3 payment support," "ineligible") using the simulation for guardians?	<input type="checkbox"/>	<input type="checkbox"/>	Submission is not required if you have applied for the government's "New Study Support System for Higher Education" in the past.
12	Study Plan *Only for students who are repeating a year.	<input type="checkbox"/> Have you downloaded and filled out the "Study Plan" if you are remaining in the same year (repeating a year)?	<input type="checkbox"/>	<input type="checkbox"/>	

*For this application only, the submission of "Documents Relating to Academic Grades" is not required.

*Please only submit "1 ㉔ Application Slip" and "11 Copy of Scholarship Payment Simulation Result Screen" if you have already submitted the above documents when you applied for a separate scholarship this academic year.

(If any of the documents were indicated as being incomplete, please also submit together with the application slip and result screen. Students who are currently repeating a year should also submit "12 Study Plan.")