

Receipt number
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# Degree Completion Scholarship [AY2020 Spring Semester]

## Checklist (graduate 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]

Program	Student ID								
Graduate School (Master's/Doctoral)	number								
Major	Year	Furigana							
Course (2-year/3-year)		Full name							

Referring to the “Scholarship Information Guidebook (graduate 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/.](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.](https://www.students.keio.ac.jp/en/com/scholarships/apply/form.html))

The submission documents should be prepared in order from 1 to 10 and submitted together with this checklist.

Order	Documentation	Items for Confirmation	Self-Check	Admin-Check	Notes
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 (A), “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 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? <b>(Please describe in detail your household’s financial situation and your personal income from part-time work.)</b> <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 • Both parents [in cases where both parents are absent, the person who supports the household finances in their place] • Applicant and spouse if applying as a financially independent person	<input type="checkbox"/> Are these the most recent documents? <input type="checkbox"/> Are these the most recent documents? (Submission required even in cases of no income) <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?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Documents proving household circumstances and income • Both parents [in cases where both parents are absent, the person who supports the household finances in their place] • Applicant and spouse if applying as a financially independent person	<input type="checkbox"/> Have you prepared a certificate for both of your parents? <input type="checkbox"/> Have you carefully checked the “Scholarship Information Guidebook (graduate students)” to ensure there are no documents missing or incomplete? [Important] • Please align the documents to A4 size. <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"/>	

Student ID number										Full name	
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Order	Documentation	Items for Confirmation	Self-Check	Admin-Check	Notes
7	<p>Required documentation in the case of special deductions for income and household circumstances *eligible applicants only</p> <p>(Check the boxes <input 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 ⑥ attached to booklet) if the circumstances on apply?  (The following differ depending on the content of deductions) <input type="checkbox"/> Have you prepared the latest certificate of annual income and the required documents concerning the 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 the 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"/>	<input type="checkbox"/>	
8	Copy of student's bankbook (A4 size)	<input type="checkbox"/> Has the bank account been opened in your name? <input type="checkbox"/> Have you designated a bank to which money cannot be transferred? <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"/>	
9	Required documents when applying as an individual living independently *eligible applicants only	<input type="checkbox"/> Have you prepared a "Written Declaration of Financial Independence" (document ⑦ attached to booklet) if the circumstances on apply? <input type="checkbox"/> Have you prepared documents showing that you are not a dependent of your parents? <input type="checkbox"/> Have you prepared documents showing that you live separately from your parents?	<input type="checkbox"/>	<input type="checkbox"/>	
10	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", "Academic Accomplishments", etc., are not required.

\*Please only submit "1 ⑧ Application Slip" 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.)