

AY 2020 Fall Semester Internal Scholarship Checklist (faculty students)

Faculty/Dept./Year/Class	Student ID						
Enrollment Status <input type="checkbox"/> Repeated a year <input type="checkbox"/> Temporary leave of absence <input type="checkbox"/> Studying abroad <input type="checkbox"/> Suspended <input type="checkbox"/> None of the above	Full Name						

[Note] If your Social Security and Tax Number System "My Number" is included in documents, please ensure to submit after blotting out all of the applicable places with a personal information protection stamp (the use of black ink is not permitted).

- Confirm the following items, and tick the "Self-check" column for the items to be submitted. (If applying for scholarships for the first time in AY2020, tick ([1st] Self-check) column; If you have already applied for Internal, Private Organization or Local Government Scholarships tick ([2nd or more] Self-check) column.
- The submission documents should be prepared in order from 1 to 14 and submitted together with this checklist.

Order	Documentation	Items for Confirmation	[1st] Self-Check	[2nd or more] Self-Check	Admin-Check
1	Application Slip	Do not use prescribed form ㊸ in Keio University Scholarship Information Guidebook. Note that formats will differ by campus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Checklist(this form)	(Do not use prescribed form ㊸ in Keio University Scholarship Information Guidebook "Checklist for Internal, Private Organization, and Local Government Scholarships.")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Scholarship Application Form for the 2020 Academic Year (Print out after inputting online)	<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 single-sided on A4 in black and white?	<input type="checkbox"/>	—	<input type="checkbox"/>
4	Applicant Information Sheet (Print out after inputting online)	<input type="checkbox"/> Have you entered all of the required items? <input type="checkbox"/> Have you printed out single-sided on A4 in black and white?	<input type="checkbox"/>	—	<input type="checkbox"/>
5	Latest certificate of income (parents)	<input type="checkbox"/> Is the item for the AY 2020 academic year? <input type="checkbox"/> Have you prepared a certificate 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?	<input type="checkbox"/>	—	<input type="checkbox"/>
7	Documents proving household circumstances and income(parents)	<input type="checkbox"/> Have you prepared a certificate for both of your parents? <input type="checkbox"/> Have you checked carefully to ensure there are no documents missing?	<input type="checkbox"/>	—	<input type="checkbox"/>
8		<input type="checkbox"/> Have you attached original certification documents which are not sized A4, to an A4 sheet with glue for submission?	<input type="checkbox"/>	—	<input type="checkbox"/>
9	[Applicable applicants only] Required documentation in the case of special deductions for income and household circumstances (Check the boxes <input checked="" type="checkbox"/> for the special deductions that apply below) <input type="checkbox"/> Single-parent household <input type="checkbox"/> Disabled	<input type="checkbox"/> Have you prepared a Financial Supporter Report (document ㊸ 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"/>	—	<input type="checkbox"/>
10	[Applicable applicants only] Required documents for sudden changes in household finances	<input type="checkbox"/> If sudden changes in household finances occurred after January 2, 2019 or since application for the Spring Semester, those which clarify most recent income. Have you prepared the documents (copies of 3 most recent month's pay slips, Certificate of Expected Annual Income [booklet file ㊸])? <input type="checkbox"/> In addition, if you have documents which objectively certify sudden changes in household finances (copies of certificates relating to public support, etc.) please submit these together.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Academic record	<input type="checkbox"/> Have you prepared either a copy of the latest Grade Report (or web grade report) or Transcript of Academic Record? First-year students are also requested to submit an Official School Report. (It may not be required to submit an Official School Report depending on status of Spring Semester application. For details, confirm the page relating to scholarships for the Fall Semester for your affiliated campus on the Keio University Student Website.) [Note] ・ Please prepare the original (sealed) document of the Official School Report for first year students. ・ First year students enrolling in September 2020, are requested to submit the Official School Report only.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	A 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?	<input type="checkbox"/>	—	<input type="checkbox"/>
13	Essay/disaster victim certificate, etc.	<input type="checkbox"/> Have you written in black pen or black ballpoint pen? <input type="checkbox"/> If applying for the Keio University Iji-kai Scholarship, have you filled in the column "Address of graduating school" in the essay form ㊸?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	[2nd time or later applicants only] Documents which were missing or incomplete in application for Spring Semester.	<input type="checkbox"/> If there are documents which were missing or incomplete at time of application for Spring Semester with no resolution, have you also prepared the missing or incomplete documents?	—	<input type="checkbox"/>	<input type="checkbox"/>