

## Hiyoshi Campus (Undergraduate)

# Important Information Regarding Scholarship Applications in the 2021 Academic Year

- ! Students should only apply after carefully reading the “2021 Keio University Scholarship Information Guidebook.”
- ! Promptly prepare any documents that require the guarantor’s signature and/or seal bearing in mind the time needed for postage, especially in cases where the guarantor lives separately.
- ! Application submission deadlines vary between scholarships.
- ! The submission of applications are only available by post. Turn in all the necessary documents by the designated date.
- ! Applications will not be accepted outside of the specified application period and office hours, or at a campus other than that at which the student is enrolled.
- ! If there are incomplete or incorrect entries on the submitted documentation, students may be omitted from the screening process.
- ! Students should prepare the required documentation and accompanying essays in black pen (erasable pen or pencil not permitted), and ensure that their personal seal has been clearly stamped. Documents without seals affixed will not be accepted. (“Stamping seals” are not permitted.)
- ! If there are any questions regarding the documents that have been submitted, the office will first contact the applicant directly by calling his/her mobile phone or by sending an e-mail. All e-mails will be sent to students’ “keio.jp” e-mail addresses. Be sure to regularly check your keio.jp e-mail account after applying for a scholarship and reply to all messages that you receive.  
\*It is possible to set up e-mail forwarding from keio.jp to another e-mail account.
- ! Notices relating to scholarships can be checked on website (Scholarship Application System)
  - Screening results, etc. will be announced using the Student ID Numbers of applicants.
  - In some cases schedules may be subject to changes or interviews held the day after the screening results have been announced.  
Please regularly and carefully check 「keio.jp e-mail」, 「Scholarship Application System」 and 「Scholarship Information」 if you have any ongoing scholarship applications.
  - Be sure to attend the interview on the designated day. In principle, the interview schedule cannot be changed.
- ! Some information on scholarships is available in English at the following website:  
<https://www.students.keio.ac.jp/en/com/scholarships/guideline/internal.html>  
<https://www.students.keio.ac.jp/en/com/scholarships/guideline/external.html>

Supplementary information on “JASSO’s Scholarship Benefit/Loan(s) (Post-entry applications [applying after commencing studies])” will be posted in Japanese only.

It is presupposed that the application process for JASSO’s Scholarship Benefits/Loans, from the initial recruitment of applicants to the application itself and the acceptance of candidates, will be conducted entirely in Japanese.

❗ The application process from submission of the application documents to entry of details on Scholar Net for JASSO’s Scholarship Benefits/Loans (regular recruitment) is as follows:

<b>(1) Submission of application documents</b>	Please check the scholarship bulletin board regarding the application period. The documents are listed on the checklist in “Keio University Scholarship Information Guidebook 2021”. (Loans are ㊦, Benefits are ㊿) If you are going to apply for both Benefits and Loans, there is no need to turn in the duplicated documents. The office will retain all documents at this time.
<b>(2) Feedback</b>	Roughly one week after submission, the office will provide feedback as to any omissions or mistakes in the application documents. *Don’t forget to enclose Letter Pack when sending the application documents. This Letter Pack is used to send additional documents from university to your residence. Students with no omissions or mistakes in their application documents will be given a user ID and password, which is required for entering their details on Scholar Net. University will send message to your keio.jp e-mail, if you have omissions or mistakes in their application documents.
<b>(3) Entry on Scholar Net</b>	Please enter your details online as soon as possible upon receiving a user ID and password. Please also send the “Individual Number (My Number) Submission Form” to JASSO. Your application will not be processed unless you complete all tasks including “submission of documents to the university,” “entry of details on Scholar Net,” and “submission of Individual Number (My Number) Submission Form.”

❗ Applications for JASSO’s Scholarship Benefits (regular recruitment) are to be submitted only by post. Make sure to turn in any necessary documents by the designated date specified in “Scholarship Information.”

❗ The procedures for students who were selected for a Japan Student Services Organization (JASSO) scholarship after applying while at high school are also included on the “Information on Scholarships/Financial Aid” page.

## Supplementary Information on Internal Scholarships



You can check application outlines and guidelines for internal scholarships at the websites listed below. You must read both the application outline and guidelines when applying for an internal scholarship.

→Internal Scholarship Outlines and Application Guidelines (Hiyoshi) [Keio ID authentication required]

Information regarding the application periods and deadlines, office hours, and where to apply at Hiyoshi Campus can be checked.

**[https://kif2.keio.jp/jukunai/mita/scholarships/information/jp\\_hiyoshi\\_j.html](https://kif2.keio.jp/jukunai/mita/scholarships/information/jp_hiyoshi_j.html)**



If students fail to attend the interview, they will be disqualified from the application process and will not be put forward for the scholarship in the academic year concerned. Moreover, this may also influence the screening process for other scholarships. Although in principle the date for the announcement of screening results and the dates and times for the interviews will be included on the recruitment notice, students should ensure that they check the keio.jp e-mail regarding the date and time of the interview on the day that the screening results are released.



The result of the screening process will be announced to your keio.jp e-mail address. (only to person who has passed the process)

The result of the interview can be check on Scholarship Application System.

「Nominated」 will be displayed to the acceptee.

## Supplementary Information on Private Organizations and Local Government Scholarships will be Posted in Japanese Only.

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.



Please confirm the procedures below for recruitment information for private organizations and local government scholarships.

### (1) Confirm scholarships actively recruiting

#### • Website (Scholarship Information)

A list of scholarships actively recruiting on Hiyoshi Campus (undergraduate) is released and updated as and when new information becomes available.

Please check the application outlines for information including eligibility criteria and application deadlines.

It is recommended that you check daily for updates from April through May.

[How to check]

- Website [Keio ID authentication required]

Private organizations and local government scholarships actively recruiting:

[https://kif2.keio.jp/jukunai/mita/scholarships/information/jp\\_hiyoshi\\_j.html](https://kif2.keio.jp/jukunai/mita/scholarships/information/jp_hiyoshi_j.html)



### (2) Confirm application guidelines for scholarship organizations

#### • Website (Scholarship Information)

Application guidelines for each of the scholarship organizations (the detailed instructions provided by each organization) are uploaded regularly. Please only commence applications upon fully understanding the requirements for scholarship students (e.g. “required attendance at meetings hosted by the scholarship organization,” etc.) as well as the nature of the scholarship provider to which you are considering applying. In addition, unless otherwise specified, the application documents listed in the application guidelines for each scholarship organization are to be prepared on subsequent instruction only by students who are selected as candidates recommended by the university.

[How to check]

- Website [Keio ID authentication required]

[https://kif2.keio.jp/jukunai/mita/scholarships/information/jp\\_hiyoshi\\_j.html](https://kif2.keio.jp/jukunai/mita/scholarships/information/jp_hiyoshi_j.html)



If students fail to attend the interview, they will be disqualified from the application process and will not be put forward for the scholarship in the academic year concerned. Moreover, this may influence the screening process for other scholarships as well.



The result of the screening process will be announced to your keio.jp e-mail address. (only to person who has passed the process) The result of the interview can be checked on Scholarship Application System. 「Nominated」 will be displayed to the acceptee.