

Hiyoshi Campus (Undergraduate) Important Information Regarding Scholarship Applications in the 2020 Academic Year

- ❗ Students should only apply after carefully reading the “2020 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 office hours for the submission of applications are from **9:30 to 15:00 on weekdays** (to be strictly observed).
- ❗ 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 will be posted on the bulletin board for the Hiyoshi Office of Student Services, Student Life Services Section located on the first floor of the Fourth Building: Section B.



- 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 the bulletin board 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.

❗ There is a Scholarship Information Corner located in front of the Student Life Services counter (no. 11) at the Hiyoshi Office of Student Services on the first floor of the Independence Wing.



- Application guidelines filed for each type of scholarship are available for students to view freely.

❗ 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.

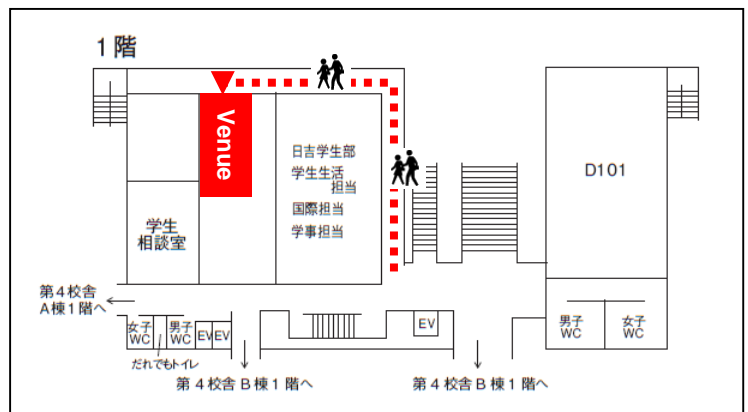
! The application process from submission of the application documents to entry of details on Scholar Net for JASSO’s Scholarship Benefits/Loans (regular recruitment) is as follows:

<p>(1) Submission of application documents</p>	<p>Please check the scholarship bulletin board regarding the application period. The documents are listed on the checklist in “Keio University Scholarship Information Guidebook 2020”. (Loans are ㊸, Benefits are ㊹) 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.</p>
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<p>(2) Feedback</p>	<p>Roughly one week after submission, the office will provide feedback as to any omissions or mistakes in the application documents. *Students will be notified of the date, time, and location of feedback at the time of submitting the application documents in (1). 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. Students who had omissions or mistakes in their application documents will be designated a date for resubmission.</p>
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<p>(3) Entry on Scholar Net</p>	<p>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.”</p>
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! Applications for JASSO’s Scholarship Benefit/Loan(s) (regular recruitment) are to be submitted at the dedicated reception shown to the right, and not the Student Life Services counter (no. 11) inside the Hiyoshi Office of Student Services.
Please bypass the main entrance of the Office of Student Services and make your way to the reception via the passageway on the side of the building facing the Tsunashima Highway.



! Applications for JASSO’s Scholarship Benefits (regular recruitment) are to be submitted to the Student Life Services counter (no.11) inside the Hiyoshi Office of Student Services.

! Please check the scholarship bulletin board for the procedures to be followed by students selected as scholarship reserve candidates while in senior high school.

Supplementary Information on Internal Scholarships

- ! You can check application outlines and guidelines for internal scholarships on the bulletin board, at the Scholarship Information Corner, and on 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 on the application periods and deadlines, office hours, and where to apply at Hiyoshi Campus

For detailed information on the documents to be submitted

<https://www.students.keio.ac.jp/en/com/scholarships/guideline/internal.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 bulletin board regarding the date and time of the interview on the day that the screening results are released.

- ! The results of the scholarships will be posted on the bulletin board for the Hiyoshi Office of Student Services, Student Life Services Section located on the first floor of the Fourth Building: Section B.
※You can't check the result at the website so make sure to check at the bulletin board.

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

- Bulletin board
- Information corner
- Website



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]

- Bulletin board (Fourth Building: Section B, 1F; Hiyoshi Office of Student Services, Student Life Services Section)
- Information corner (in front of Student Life Services counter no 11, Hiyoshi Office of Student Services)
- Website [Keio ID authentication required]

Private organizations and local government scholarships actively recruiting:
<https://www.students.keio.ac.jp/en/com/scholarships/guideline/external.html>

(2) Confirm application guidelines for scholarship organizations

- Website



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://www.students.keio.ac.jp/en/com/scholarships/guideline/external.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. In principle, the date for announcement of results for the first screening and the dates and times of the follow-up interview will be posted with the scholarship announcement on the bulletin board. Nevertheless, please make sure to check the dates and times for the interviews on the day the first screening results are announced.

Inquiries: Hiyoshi Office of Student Services, Student Life Services Counter (no. 11) (Independence Wing, 1st floor)
 Weekdays 8:45-16:45