Application No.

Degree Completion Scholarship [AY2020 Fall 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/Dept./Year/Class		Student ID				
Enrollment Status	□Repeated a year □Temporary leave of absence □Studying abroad □Suspended □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	AY2020 Fall Semester Application Slip	Do not use prescribed form () in Keio University Scholarship Information Guidebook. Note that formats will differ by campus.			
2	Checklist(this form)	(Do not use prescribed form ④ in Keio University Scholarship Information Guidebook "Checklist for Internal, Private Organization, and Local Government Scholarships.")			
3	Scholarship Application Form for the 2020 Academic Year (Print out after inputting online)	 □ Have you affixed your seal using a vermillion ink pad? □ Have you entered all af the required items? □ Have you printed out single-sided on A4 in black and white? 		_	
4	Applicant Information Sheet (Print out after inputting online)	 □ Have you entered all af the required items? □ Have you printed out single-sided on A4 in black and white? 			
5	Latest certificate of income (parents)	 Is the item for the AY 2020 academic year? Have you prepared a certificate for both of your parents? (Submission required even in cases of having no income or being full-time homemakers.) 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	 Have you prepared a certificate for both of your parents? Have you checked carefully to ensure there are no documents missing? 			
9	income(parents) [Applicable applicants only] Required documentation in the case of special deductions for income and household circumstances (Check the boxes [☑] for the special deductions that apply below) □Single-paresnt husehold □Disabled	 Have you attached original certification documents which are not sized A4, to an A4 sheet with glue for submission? Have you prepared a Financial Supporter Report (document (a) 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? 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? 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? 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? 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? 		_	
10	[Applicable applicants only] Required documents for sudden changes in household finances	for sudden during the Spring Semester recruitment for the 2020 academic year. documents clarifying your financial supporter's latest			
11	A copy of student's bankbook (A4 size)	 ☐ Has the bank account been opened in your name? ☐ Has there been any changes to the branch name, branch number, or account number? 			
12	[Students repeating a year only] Study Plan	□ If you are repeating a year, have you downloaded and filled out the "Study Plan"?			
13	Clarification of circumstances (optional)	\Box If you wish to explain the particular circumstances relating to your household finances, have you prepared the "Clarification of circumstances" (free format)?			
14	[2nd time or later applicants only] Documents which were missing or incomplete in application for Spring Semester.	□ 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?	_		