| Application No. | |
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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./\ | ear/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

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| Order | Documentation | Items for Confirmation | | 【2nd or more】 Self-Check | Admin- Check | | | | |
| 1 | AY2020 Fall Semester Application Slip | not use prescribed form ® in Keio University Scholarship Information Guidebook. Note that formats will differ by mpus. | | | | | | | |
| 2 | Checklist(this form) | (Do not use prescribed form (A) 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) | - | | ı | | | | | |
| 7 | Documents proving household | □ Have you checked carefully to ensure there are no documents missing? | | _ | | | | | |
| 8 | circumstances and income(parents) | | | | | | | | |
| 9 | [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 prepared a Financial Supporter Report (document ⑤ 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 | ☐ 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 ⑤]? If you applied unsuccessfully to the "Keio University Degree Completion Scholarship" and "Year 2000 Commemorative Education Fund Emergency Scholarship (Spring Semester)" during the Spring Semester recruitment for the 2020 academic year, documents clarifying your financial supporter's latest income (copies of pay slips for the most recent 3 months, Certificate of Expected Annual Income) will be a prerequisite. ☐ 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. | | | | | | | |
| 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) | ☐ 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? | _ | | | | | | |