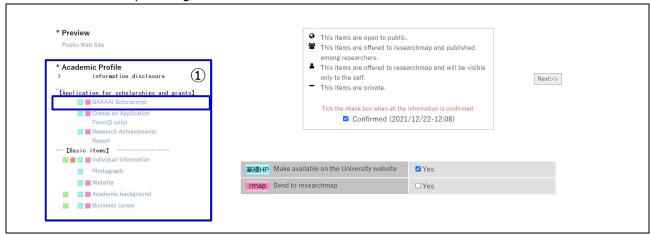
#### Graduate Students

# 6. Electric Application of GAKKAI Scholarship

## 6-1. GAKKAI Scholarship Application (NEW)

## (Please check the Application Guidelines for details about GAKKAI Scholarship)

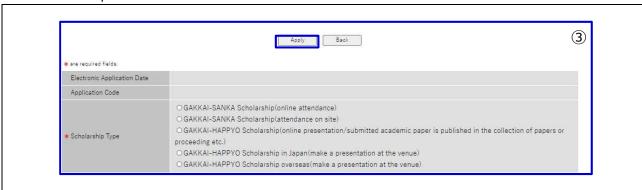
- \* You need to register "Academic conference attendance and presentation" under [Achievement items] in advance.
- Please prepare the attached documents A~D as PDF data according to the application type in advance.
  - A: Copy of brochures, program agenda, etc. (Conference name, place and venue, date must be included)
  - B: Document showing that the presentation was given by the applicant at the academic conference (presenter's name, presentation theme, and the date must be included)
  - C: Materials used in the presentation (poster, slides, etc.)
  - D: Evidence of GAKKAI
- 6-1-① You can move to edit display by clicking "GAKKAI Scholarship" under 【Application for scholarships and grants】.



6-1-② Click "Add" and open the registration screen.



- 6-1-③ Enter the necessary items, click "Apply" button at the top of or at the bottom of the page, and then the input data is stored.
  - \*Required fields must be filled in.



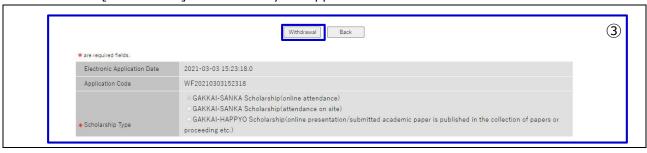
#### 6-2. Withdraw GAKKAI Scholarship Application

If you applied by mistake etc., you can withdraw an application until the faculty approves it. In case you request to withdraw an application approved by the faculty, please contact the Administrative Office.

- 6-2-① You can move to edit display by clicking "GAKKAI Scholarship" under 【Application for scholarships and grants】.
- 6-2-② Click "reference" of the conference you want to withdraw.



6-2-3 Click [Withdrawal] to withdraw your application.



# 6-3. How to confirm the status/reason of return etc. of GAKKAI Scholarship Application/its reason of return etc.

Please be sure to check the status of your application after you submitted.

(The email regarding your application status will be sent to your RAINBOW address)

- The scholarship will be paid AFTER your academic advisor and the Administrative Office approve your application. (⇒ "★" mark will be displayed after approved)
- X If your application is incomplete, you need to reapply. ( $\Rightarrow$  Return)
- When your application is rejected, you cannot use the same application number to reply.(
  ⇒ Rejection)
- 6-3-① You can move to the screen showing the list of all applications by clicking "GAKKAI Scholarship" under 【Application for scholarships and grants】.

#### <Application status (sample)>

No.1	Approved by an academic advisor and	$\Rightarrow$	Payment procedure is in process.
	the Administrative Office ( $\star$ ).		
No.2	Approved by an academic advisor ( $\star$ ).	$\Rightarrow$	Please wait for the approval by the
			Administrative Office.
No.3	Returned from an academic advisor.	$\Rightarrow$	You need to check the reason for return, revise
			the contents and apply it again. 2-6-4
No.4	Rejected by an academic advisor.	$\Rightarrow$	Please check the reason for rejection.

