ApplicationChecklist

Graduate School of Science and Engineering – September 2022 Enrollment

Please fill out this checklist and send it with your application documents.

| [ ]  | **To-Do** | **1.** |  Contact supervising Professor about your Research Plan |
| --- | --- | --- | --- |
| [ ]  | **2.** |  Pay Application Fee: JPY 5,000 |
| [ ]  | **3.** |  Complete Registration on “Ritsu-Mate” |

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | **Application Documents** | 1. | Application SheetMust be printed out from “Ritsu-Mate” and have photograph attached |
| [ ]  | 2. | Personal Information (Form 1) |
| [ ]  | 3. | Research Plan (Form 2) |
| [ ]  | 4. | Declaration of Financial Resources (Form 3) |
| [ ]  | 5. | (Expected) Graduation Certificate Original /Certified Copy \*Not required if enrolled at Ritsumeikan University at time of application*For graduates from Chinese institution only:* *Submit printed Online Verification Report of Higher Education Qualification Certificate or Online Verification Report of Student Record in English and Chinese instead of Graduation Certificate*  |
| [ ]  | 6. | Academic Transcript Original/Certified Copy\*Translation required if written in neither English nor Japanese  |
| [ ]  | 7. | Certificate of English Language Ability\*Copies are acceptable |
| [ ]  | 8. | Proof of Payment for Application Fee (Copy)\*Not necessary if money is transferred from a Japanese bank account |
| [ ]  | 9. | Photocopy of Passport |
| [ ]  | 10. | *For MEXT applicants only:*Application Sheet for Japanese Government (MEXT) University Recommendation Scholarship (Form 4) |
| [ ]  | 11. | *For MEXT applicants only:*Letter of Recommendation (Form 5)\*Must be written by the Dean or a higher ranked person of the university you are currently attending or graduated from |

**Application Period:** Thursday, December 16, 2021 – Monday, January 17, 2022

(FORM 1)

Personal Information

|  |
| --- |
| **1. Your prospective supervising professor and your contact status. （希望指導教員および連絡状況）**  |

Name of prospective Professor （希望指導教員名）:

Contact Status （連絡状況）: [ ]  Yes, I have been in contact with this professor.

[ ]  No, I have not been in contact with this professor.

|  |
| --- |
| **2．Field of specialization studied in the past. (Be as detailed and specific as possible.）** **（過去に専攻した専門分野（できるだけ具体的に詳細に書くこと｡））** |

|  |
| --- |
| **3．Educational background （学歴）** |

|  |
| --- |
| **Elementary Education (初等教育)** |
|  | Name and Location of School（学校名及び所在地） | Time of Entrance and Completion (month/year)(入学及び卒業年月) | Amount of time attended at the school (in years) （修学年数） | Diploma/Degree awarded, Major（学位・資格，専攻科目） |
| Elementary School（小学校） |  | From:To: |  |  |
| **Secondary Education （中等教育）** |
| Lower SecondarySchool(中学) |  | From:To: |  |  |
| Upper Secondary School（高校） |  | From:To: |  |  |
| **Higher Education (高等教育)** |
| Undergraduate Level（大学） |  | From:To: |  |  |
| Graduate Level（大学院） |  | From:To: |  |  |
| Total years of schooling mentioned above as of today: years total （今日現在、以上を通算した全学校教育修学年数） (年) |

\*When you took a leave of absence, specify the period and the reason. （休学した場合はその期間・理由）

\* If the blank spaces above are not sufficient for the information required, please attach a separate sheet．((注) 上欄に書ききれない場合には，適当な別紙に記入して添付すること｡)

((注) 上欄に書ききれない場合には，適当な別紙に記入して添付すること｡)

|  |
| --- |
| **4． Work Experience （職歴）** |

|  |  |  |
| --- | --- | --- |
| Name and Location of Employer（勤務先名及び所在地） | Period of Employment (month/year)(勤務期間) | Job Description（勤務内容） |
|  | From:To: |  |
|  | From:To: |  |
|  | From:To: |  |
|  | From:To: |  |

 (FORM 2)

Research Plan

Fill out your research plan at Ritsumeikan University in English.

|  |
| --- |
| **Title:** |
|  |
| **Research Plan:** |
|  |

(FORM 2) Research Plan must be within 2 pages.

(FORM 3)

Declaration of Financial Resources

1. Have you been selected for any scholarship(s) from a government or private organization?

　[ ]  Yes

　[ ]  No

2. If yes, please specify the information below:

Benefactor(s):

Name of the scholarship(s):

Period (from-to):

\*Please submit a proof of the scholarship award(s) or conditional award(s) along with the other application documents.

3. Please indicate the source and amount of funding for the entire duration of your studies at Ritsumeikan University.

|  |  |
| --- | --- |
| **Source of Support** | **Amount** (in Japanese Yen) |
| Personal Savings | ― | JPY |
| Parent or Sponsor\*Please specify: |  | JPY |
| Scholarship\*Benefactor |  | JPY |
| Others |  | JPY |
|  | JPY |
| TOTAL |  JPY |

\*Please provide copies of award letters for all private scholarships or bursaries.

I hereby certify that all information submitted is true and accurate and that the stated funds are available for my educational expenses at Ritsumeikan University.

Applicant’s Signature:

Date (MM/DD/YYYY):

(FORM 4)

 2022 Application Sheet for Japanese Government (MEXT) University Recommendation Scholarship

\*Only required for applicants who wish to be considered for recommendation for MEXT scholarship. Please fill in electronically.

\*Areas with \* are for university use.

|  |  |
| --- | --- |
| 1. Application No. | \* |
| 2. Name (As appears on your passport) |  |
| 3. In order to recommend an applicant who passes Ritsumeikan University’s screening to MEXT, the applicant must meet minimum language ability level criteria. As such, those who don’t submit a proof of English proficiency at the time of application will not be considered for recommendation. |
| 3-1. Are you able to submit a proof of English proficiency?  | [ ] Yes.(If yes, submit it along with the application documents.) | [ ] No. |
| 3-2. If “No”, are you able to submit an original, formal certificate of English language ability level, or a formal letter stating that you will graduate/complete or graduated/completed from a program instructed in the English-medium, issued by either current university or most recent academic institution attended? | [ ] Yes.(If yes, submit it along with the application documents.) | [ ] No. |
| 4. Are you able to come to Japan between Sep. 12 and Oct. 10? | [ ] Yes. | [ ] No. |
| 5-1. Do you hold any status of residence which allows you to stay in Japan at the time of application? | [ ] No. | [ ] Yes. |
| 5-2. If “Yes”, when are you leaving Japan upon abandonment of your current status of residence? |  |
| 6-1. Are you currently actively serving in the military? | [ ] No. | [ ] Yes. |
| 6-2. If “Yes”, when is your scheduled completion of duty? |  |
| 7-1. Have you been awarded a Japanese Government (MEXT) Scholarship in the past? | [ ] No. | [ ] Yes. |
| 7-2. If “Yes”, please specify the type of scholarship(s) and the period(s). | Type of scholarship | Period |
| 8-1. Have you applied to other universities for a MEXT scholarship? | [ ] No. | [ ] Yes. |
| 8-2. If “Yes”: Name of University(ies) |  |
| 9. If you are applying for any other (non-MEXT) scholarships, state the name of the sponsor, duration, amount, etc. |
| 9-1. Scholarship Sponsoring Institution |  |
| 9-2. Scholarship Period | From | To |
| 9-3. Amount |  |
| 9-4. Release date of scholarship application results |  |
| 10. The nearest international airport to the address where you plan to live in Sep 2022 (must be in your country of nationality). If granted scholarship, the flight ticket to Japan issued by MEXT will be from this airport. **Later changes not possible.** | Name of Airport: |
| 11. Name the city with the nearest Japanese embassy or consulate to your home where you could obtain a Japanese visa (must be in your country of nationality). | Name of City: |

(FORM 5)

2022 Japanese Government (MEXT) Scholarship

Letter of Recommendation

Date (MM/DD/YYYY):

To the President of Ritsumeikan University,

|  |
| --- |
|  |

Signature:

Name (printed):

Dean of