

Government-funded “Student Emergency Aid for Continuance of Studies” Application Guidelines

Those with a “Student” residence status should instead refer to the guidelines released by the International Center.

Overview	For the second year in a row, emergency financial support for study-related costs (Student Emergency Aid for Continuance of Studies) will be issued to students, etc. who are facing financial difficulty as a result of the continuing worldwide pandemic.
Payment Amount	100,000 Yen
How Payments Are Made	<p>Bank transfer to recipient’s account (Direct transfer from JASSO)</p> <p>*Payments cannot be made to foreign banks (please refer to Q&A for details).</p> <p>*As a basic rule, students who are receiving scholarships or loans from the Japan Student Services Organization (JASSO) will have any aid awarded transferred into the account where they receive their scholarship or loan.</p>
Who is Eligible for Payment	<p>As a general rule, an applicant must be independent from their family, must pay their school expenses with income from a part-time job, and must have experienced a decrease in income due to the pandemic, making it difficult to pay for their school expenses even after making use of existing scholarship and loan systems. Specifically, applicants should meet the criteria below, however, may apply even if they do not meet every criteria on the list. Taking the applicant’s self-reported situation into account, if the applicant is deemed to be facing hardship in continuing on with their studies the applicant may be granted this aid.</p> <p><u>Ritsumeikan University undergraduate and graduate students who meet the following criteria</u> *See pages 2-3</p> <ol style="list-style-type: none"> (1) As a general rule, the applicant lives outside of their family home (2) The applicant is not receiving a large allowance from their family (3) The applicant cannot expect additional support from their family due to a decrease in household income (a decrease in the income of either parent) (4) The applicant’s income from part-time work has been affected by the pandemic (5) The applicant has met government-stipulated requirements with regard to usage of the scholarship/loan system (including expected scholarships/loans) <p>Points to keep in mind</p> <ul style="list-style-type: none"> ● Recipients of the “New Higher Education Support System” scholarship loan administered by JASSO (hereinafter “scholarship loan from JASSO”) who received a deposit on December 10, 2021 do not need to apply. <i>*students who withdrew from the scholarship loan since then, however, must apply.</i> ● Those receiving scholarship loan from JASSO whose loan is on hold, who are only utilizing JASSO’s tuition reduction system, or who have only been awarded tuition reduction offered by the university, however, must apply.
Number of Students to be Recommended	<p><u>Approximately 2,600 (estimated)</u></p> <p>*Applicants will be screened for eligibility, and then recommended for support beginning with those applicants facing the harshest financial difficulty.</p>

Application Period *Deadline strictly enforced*	13:00 on 12/27/2021 (Mon) – 11:00 on 1/17/2022 (Mon) *Due to system maintenance, applications cannot be made during the following hours: Every day from 2:00 AM to 6:30 AM and Wednesdays from 7:30 PM to 9:00 AM the next morning. Also, from 4:30 AM on 12/28 (Tue) to 5:30 AM on 12/31 (Fri).
How to Apply	Apply online from the link below (English) https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20211224101920731753858 *Ritsumeikan students cannot apply via the government's system over LINE. <u>Apply via the form at the link above only.</u>
Contact	“Student Emergency Aid for Continuance of Studies” Ritsumeikan University hotline (for students of all colleges/grad schools) TEL: 075-465-7852 9:30-17:00 except on Saturdays, Sundays and national holidays *The university will be closed from 12/28 (Tue) – 1/5 (Wed) for winter vacation. *Use this guide as reference and make judgments on your own regarding the application. Large numbers of student inquiries will interfere with the review and selection process. *Inquires made over the phone during winter vacation cannot be replied to.

Payment Eligibility Requirements and Documents Necessary for Submission

Payment Eligibility Requirements		Required Documents for Submission
		*Please prepare photo data prior to beginning the application (all text must be clearly legible)
①	As a general rule, the applicant lives outside of their family home	[If they live outside of their family home] A photocopy of the lease for their apartment/residence, a document showing proof of their most recent rent payment, a photocopy of their Certificate of Residence, etc. [If they live at their family home] No submission required
②	The applicant is not receiving a large allowance from family *Large allowance: Approx. 1.5 million Yen or more per year (including tuition fees, not including the admission fee)	A photocopy of the applicant's deposit/savings bank book, etc. (optional) *A page that clearly shows the amount of the applicant's allowance (e.g., one month's allowance, etc.)
③	The applicant cannot expect additional support from their family due to a decrease in household (either parent's) income	If the family is receiving any other official pandemic-related financial relief, if possible, a receipt or deposit notice of the funds issued

④	<p>The applicant's income has been affected by the pandemic</p> <ol style="list-style-type: none"> 1) The applicant's income continues to be lower than expected due to the pandemic 2) Compared to before-COVID (before Jan 2020), the applicant's income has dropped significantly (50% or more), and is still not showing signs of improvement. 3) Even if the applicant's income has recovered to a certain point, the applicant is struggling to continue studies due to a need to increase part-time work income even further as a result of their family's deteriorated financial situation, etc. 	<p>Paystubs from the employer showing income before and after drop in income (optional)</p> <p>*If paystubs are unavailable, and for first-year students who expected to earn a part-time income but have been unable, enter monthly income, or expected monthly income, for before and after the pandemic-induced drop in income.</p>
⑤	<p>Regarding existing JASSO support schemes, the applicant meets one of the following:</p> <ol style="list-style-type: none"> 1) The applicant is receiving scholarship loan from JASSO but it's on hold (applicant did not receive a deposit on Dec 10, 2021) 2) The applicant is only utilizing JASSO's tuition reduction system 3) The applicant has applied for or plans to apply for the "New System", and they have used or plan to use up to the maximum amount of the Category 1 Loan 4) The applicant is not eligible for the "New System", and they have used or plan to use the maximum amount of the Category 1 Loan 5) The applicant does not meet the requirements and thus cannot use the New System or Category 1 Loans, but they use or plan to use private or university-specific scholarships 	<p>If possible, scholarship/tuition reduction/loan, etc. award certificate</p>

Application Procedure

1. Prepare necessary documents

Please refer to the above table (P.2-3) and prepare scans or photos of all necessary documents.

*Take clear photos in a brightly lit place.



2. Apply online *Deadline strictly enforced

13:00 on 12/27/2021 (Mon) – 11:00 on 1/17/2022 (Mon)

*Due to system maintenance, applications cannot be made during the following hours:

Every day from 2:00 AM to 6:30 AM and Wednesdays from 7:30 PM to 9:00 AM the next morning. Also, from 4:30 AM on 12/28 (Tue) to 5:30 AM on 12/31 (Fri).

Through the link below, log in with your RAINBOW ID and password and submit your prepared document photos.

<https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20211224101920731753858>

*Applications submitted via other means will not be accepted. Do not apply via the LINE procedures announced by the government. Applications via postal mail are not accepted either.



University screening and
recommendation of applicants

3. Award results/wire transfer: Date undecided

*After university recommendation JASSO will begin processing. The university cannot answer questions about transfer date.

Successful applicants will receive aid via bank transfer, which will also serve as the only notice of selection.

*Please confirm selection by checking your account for a bank transfer.

Points to remember when applying

- **You can correct what you've entered in the application form by re-entering your information, however, this can only be done during the application period.**
Corrections cannot be made after the application period ends. Your application will be assessed using the last information that you entered.

- **Keep the following in mind when filling out the form**
 - ① You will receive an error message if you try and log in to the online application when you are already logged into manaba+R or another CAMPMUS WEB system. Further, if you re-log in from the error message page the application form will not appear. If this happens please log out, close your browser, open a new browser and log in to the online application form.
 - ② Your session will time out if you take too long when filling out the application. Periodically save your progress to avoid losing data entered.
 - ③ If you save your progress and or stop midway when filling out the application, remember to log back in and finish the application before the deadline. **Your application will not be screened if it's only saved and not submitted.**
 - ④ Click the submit application button at the end after completing the application. You will receive an automatically generated notification in your university email account inbox afterwards. Receiving that email means that your application is now complete. Save the email until aid results are determined.
 - ⑤ The automatically generated "application received" notification will have a link to a page from which applicants may submit additional files.
The university will give you a call if your application is determined to be missing anything or require the submission of additional follow-up documentation. If you receive such a call, submit the additionally requested documentation via the link in the automatically generated "application received" notification.
 - ⑥ **The bank account where the aid is to be deposited must be in your name** (enter your name into the online application as listed in your bankbook)
If you enter incorrect bank account information the deposit of any aid awarded will be delayed. Take care to enter correct information only.
*If entering bank account information into the online application, also submit a scan or photo of your atm card or the information page of your bankbook (mandatory).
*If submitting a scan or photo of your atm card and your atm card also serves as a credit card, cover up the credit card number.
 - ⑦ Read through these guidelines and determine for yourself which documents you must submit. **The university must process a huge number of applications in a very short amount of time. Sending multiple and or easily answered questions will lead to delays and problems in processing, so please refrain from inquiring. If you have any questions after reading the guidelines, refer to the following Q&A first.**

Q&A

[Q1] Do I need to fully meet the eligibility requirements to receive the payment?

[A1] We ask that you meet the eligibility requirements, **but you may apply even if you do not fulfill all of them.** A comprehensive judgment will be made based on your self-reported details. In the unlikely event that there is a false statement in your application, however, you may have to return any aid awarded.

[Q2] Am I unable to apply if I don't have all the necessary documents? Also, do I need to submit documents that are marked optional?

[A2] If you do not have all of the necessary documents, or if you do not submit them, you may still apply with self-reported details. Further, documents marked optional are optional, which means that submission is not mandatory. In the unlikely event that there is a false statement in your application, however, you may have to return any aid awarded.

*If entering bank account information into the online application, also submit a scan or photo of your atm card or the information page of your bankbook (mandatory).

[Q3] Is there an age requirement?

[A3] There is no age requirement.

[Q4] Am I eligible even if I'm on leave from school or studying abroad?

[A4] Even if you are on leave from school or studying abroad, you are eligible as long as you meet the requirements for payment.

[Q5] What period do I need to show in the photocopy of my bankbook showing my monthly allowance?

[A5] Please submit something from 2020, or if unavailable, from 2021.

[Q6] Am I ineligible if I'm a student who lives in my family's home or if I don't have to pay rent?

[A6] This benefit covers school expenses and other expenses that would normally be covered by income from part-time work earned independently of the applicant's family, and it supports students and others who have difficulty continuing their studies due to the impact of COVID-19. Therefore, students who live in their family homes or do not have to pay rent are not immediately excluded from eligibility. If you are a student living at their family home but have not received any financial support for school and other expenses from your family, please select the appropriate item on the application form.

[Q7] Can I apply if I don't meet the application requirements and I'm not a recipient of the Japan Student Services Organization's Category 1 Loan (interest-free loan) under the New Higher Education Support System?

[A7] **Yes, you may apply.** On the application form Q4 ⑤ "Regarding preexisting support schemes [...]", select whichever of following applies to you.

(5) I cannot use the New System or Category 1 Loans because I do not meet the requirements but am using (or planning to use) private or university-specific scholarships.

(6) None of the above are applicable to me.

[Q8] Can I apply if I began school in April and have not had a decrease in my income from part-time work?

[A8] If you planned to work part-time and expected to earn a certain income but were unable to find work or earn the amount you expected, you are eligible to apply. Enter the annual income you expected to be able to earn from part-time work on the application form.

[Q9] If I apply, am I guaranteed to be accepted?

[A9] Screening for recommendation eligibility is conducted based on submitted applications. There is no guarantee that you will be accepted. The screening will be conducted based on what you have entered in the application form, and recommendations to the government will be made up to the maximum limit, with priority given to students who are having the greatest difficulty in continuing their studies.

[Q10] What kind of file formats can I use when submitting the photo data in the application form?

[A10] Please submit general photo data (JPEG, PNG, etc.). You are recommended to prepare all of your photo data prior to beginning the online application. Make sure that in all photos the text is clearly legible and nothing is cut off at the edges of the frame.

Only one file may be submitted per requirement. Please keep the file size for all attachments under 100 MB in total.

*Files cannot be submitted from One Drive. Submit image data directly. If there are ¥ or / symbols in your filename, it means its saved to One Drive.

[Q11] Are there any financial institutions that I can't use to accept bank transfers?

[A11] **The following financial institutions cannot be used.**

- Foreign banks
- Inactive accounts

[Q12] Can I receive transfer into my parents' bank account?

[A12] Since this aid is meant specifically for students who need financial help in order to continue with their studies, it can only be deposited into students' bank accounts. If you don't have a bank account in your name, open one before applying. If this is the case for you, note that some bank accounts cannot be used to receive this aid. Refer to Q11 for details.

[Q13] How can I find my bank's deposit code, and is there anything to remember when entering bank account information?

[A13] For accounts at banks other than Japan Post ("Yucho")

On page 2, Q3 ① of the webform you can use the search button to look up bank and branch info. Remember: Enter your account number as 7 digits. If your account number is less than 7 digits in length, begin with enough 0s to reach a total of 7 digits in length.

For accounts at Japan Post ("Yucho")

You do not need to fill out any information for bank code or branch code.

Remember: Enter the code number as 5 digits and the account number as 8 digits in length. If either number is shorter, begin with enough 0s so as to reach 5 digits for the code number and 8 digits for the account number.

***In either case, you must submit a scan or photo of your atm card or the information page of your bankbook. If submitting a scan or photo of your atm card and your atm card also serves as a credit card, cover up the credit card number.**