

## Government-funded “Emergency Student Support Payment” for Continuing Studies Application Guidelines

<b>Overview</b>	In our current situation where the spread of COVID-19 has resulted in a notable economic impact on student life due to a significant decrease in household income and income from part-time work, this government-funded project pays cash to students to ensure that students who are having difficulty continuing their studies at universities do not abandon their studies.
<b>Payment Amount</b>	<ul style="list-style-type: none"> <li>● <b>Students from households exempted from resident tax: 200,000 yen</b></li> <li>● <b>All other students: 100,000 yen</b></li> </ul>
<b>How Payments Are Made</b>	<p><b>Bank transfer to recipient’s account (Direct transfer from JASSO)</b></p> <p>*Payments cannot be made to foreign banks and Internet-only banks (please refer to Q&amp;A for details).</p> <p>*As a basic rule, students who are receiving scholarships from the Japan Student Services Organization (JASSO) will have the money transferred into the account where they receive the scholarship.</p>
<b>Who is Eligible for Payment</b>	<p>As a general rule, the applicant must be independent from their family, must pay their school expenses with income from a part-time job, and the applicant must have had a drastic decrease in income due to the spread of COVID-19, making it difficult to pay for their school expenses even after making use of the existing government scholarship system. Specifically, the requirements that follow this section must be met. However, even if all requirements are not met, the following items may be taken into consideration, and if it is deemed difficult for the applicant to complete their studies, the applicant may be eligible for payment.</p> <p><b><u>Persons who are undergraduate or graduate students of this university and who meet the following requirements (1)-(6):</u></b> *See page 2-3 for details</p> <ol style="list-style-type: none"> <li>(1) The applicant is not receiving a large allowance from their family</li> <li>(2) As a general rule, the applicant lives outside of their family home</li> <li>(3) The applicant’s living and school expenses take up 50% or more of their income from part-time work</li> <li>(4) The applicant cannot expect additional support from their family due to a decrease in household income (from either of their parents)</li> <li>(5) The applicant’s income from part-time work (including compensation for absence from work via employment adjustment subsidies) has declined substantially (a decrease of 50% or more from the previous month) due to COVID-19</li> <li>(6) The applicant has met government-stipulated requirements with regard to usage of the scholarship system (including expected scholarships)</li> </ol>
<b>Number of Recommended Individuals</b>	<p><u>Approximately 1,200 individuals (estimated)</u></p> <p>*The government has set a limit on the number of individuals that can be recommended. In addition to meeting eligibility requirements, students who are experiencing difficulties in their studies will be given recommendation priority.</p>
<b>Application Period</b>	<p><b>7/9 (Thu) - 7/20 (Mon), 17:00 *Strict Deadline</b></p> <p>*Due to regular 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</p>

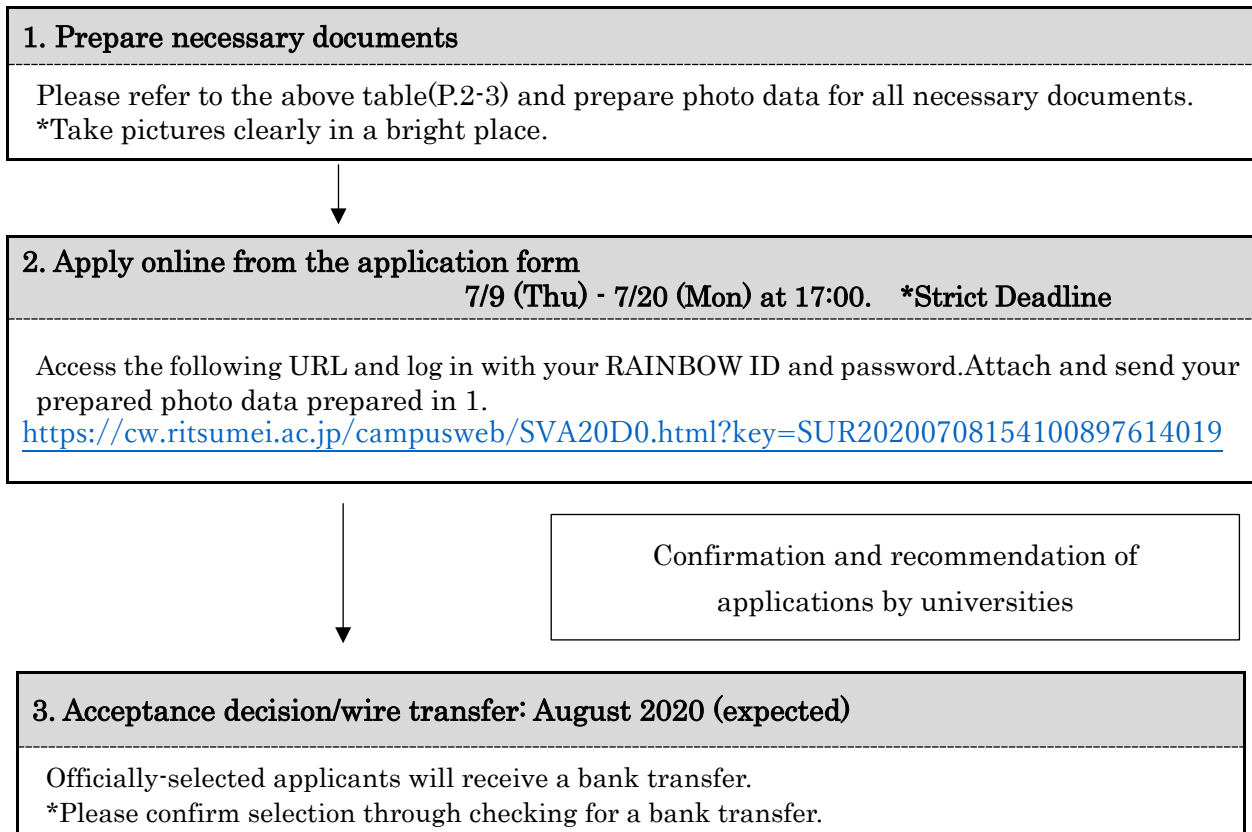
<b>How to Apply</b>	<p><b>Apply online using the application form</b>  <a href="https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20200708154100897614019">https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20200708154100897614019</a></p>
<b>Contact</b>	<p><b>Ritsumeikan University “Emergency Student Support Fund” contact line</b>  <b>TEL:075-465-8523</b> 9:30-17:00 except on Saturdays, Sundays and national holidays</p> <p><u>*Please use this guide as reference to make judgments on your own as best you can. Making a large amount of inquiries may interfere with the selection process.</u></p>

## ■ ■ Payment Eligibility Requirements and Documents Necessary for Submission ■ ■

<b>Payment Eligibility Requirements</b>		<b>Required Documents for Submission</b>
		*Please prepare photo data (with clearly identifiable written content) so that it can be attached to the application form
①	<p>The applicant is not receiving a large allowance from family            *Large amount: Approximately 1.5 million yen or more per year (including tuition fees)</p>	<p>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.)</p>
②	<p>As a general rule, the applicant lives outside of their family home</p>	<p>[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.</p> <p>[If they live at their family home] No submission required            *Please select “2) I am living in my family home but receiving no support from family” on the application form.</p>
③	<p>The applicant’s living and school expenses take up 50% or more of their income from part-time work</p>	<p>No submission required            *Please enter the applicant’s annual income from part-time work in 2019 (first-year students can enter their expected annual income) in the application form</p>
④	<p>The applicant cannot expect additional support from their family due to a decrease in household (either of their parents) income</p>	<p>Certificate of receipt (if submission is possible) if other official COVID-19-related support measures are being received</p>
⑤	<p>The applicant has experienced a significant decrease in income from part-time work (50% or more of the previous month) due to COVID-19</p>	<p>Paystubs from the employer showing income before and after reductions (optional)            *For first-year students, enter the expected monthly income (before and after income reduction)</p>

⑥	<p>For existing JASSO support systems, one of the following:</p> <ol style="list-style-type: none"> <li>1) The applicant is a Category I Grant recipient under the New Higher Education Study Support System (hereafter “New System”)</li> <li>2) The applicant is a Category II or Category III Grant recipient under the New System, and they have used or plan to use up to the maximum amount of the Category 1 Loan</li> <li>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</li> <li>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</li> <li>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</li> </ol>	<p>[Households exempted from resident tax] Certificate of Resident Tax Exemption (tax certificate) for the main provider of the household (father, mother, etc.)</p> <p>*See page 6 for a sample Please obtain this certificate at your local municipal office. If the applicant’s household is not resident tax-exempt, then submission is not required.</p> <p>*Currently, Category I Grant recipients under the New System do not need to submit a Certificate of Resident Tax Exemption.</p> <p>*If it is not possible to confirm that the applicant’s household is tax-exempt (by being a Category I Grant recipient under the New System or through submission of a Certificate of Resident Tax Exemption), then the applicant will not be eligible for the 200,000 yen for tax-exempt households.</p>
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## ■ ■ Application Procedure ■ ■



## ■ ■ 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.
- A second application period has also been scheduled. If it is not possible to meet the deadline for the current application, please consider applying during the second period. (The exact application period is yet to be determined.)
- Please review this section and make your own judgments in regard to the documents that you will need to submit. Please refrain from making too many inquiries, as doing so may interfere with the selection process. Please be sure to check the Q&A found on the next page.

## ■ ■ Q&A ■ ■

- [Q1] Do I need to fully meet the eligibility requirements to receive the payment?**  
[A1] We ask that you meet the requirements, but you can apply even if there is an item you cannot meet. We will make a comprehensive judgment based on your self-reported content. However, in the unlikely event that there is a false statement in your information, you may have to return your payment.
- [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 can still apply with self-reported information. However, in the unlikely event that there is a false statement in your information, you may have to return your payment.  
\*If an applicant from a resident-tax-exempt household wishes to receive 200,000 yen, a Certificate of Resident Exemption (tax certificate) must be submitted.
- [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 bank book showing my monthly allowance?**  
[A5] Please submit material from January 2020 or later.
- [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 still 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 can still apply. On the application form please select the following item under the question:  
(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) regarding existing systems

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

[A8] If you are planning to work part-time and you are unable to earn the income you were supposed to earn, you are eligible for payment. Please enter your expected annual income from part-time work on the application form.

**[Q9] I applied to the Higher Education Support System in April, but if I'm not accepted, will I have to return the benefit?**

[A9] There is no need to return this benefit even if your application has already been filed and is not accepted.

**[Q10] Can I apply for the "Ritsumeikan University Emergency Support Benefits" offered by Ritsumeikan University?**

[A10] Yes, you can. Please apply and complete the procedures for each system.

**[Q11] If I apply, am I guaranteed to be accepted?**

[A11] Examinations are conducted based on the contents of your applications, so there is no guarantee that you will be accepted. The examination 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.

**[Q12] What kind of document is a Certificate of Resident Tax Exemption (tax certificate)?**

[A12] It is a document that you obtain at your local municipal office. Please refer to the sample on page 6.

**[Q13] What kind of file formats can I use when submitting the photo data in the application form?**

[A13] Please submit general photo data (JPEG, PDF, etc.). Only one file can be submitted per submission item. Please keep the total file size for all attachments within 100 MB.

**[Q14] Are there any financial institutions that I can't use to accept bank transfers?**

[A14] The following financial institutions cannot be used.

Foreign banks, Internet-only banks (Rakuten Bank, Japan Net Bank, etc.), and other specified banks (Shinsei Bank, Aozora Bank, Seven Bank)

見本

市・府民税(非)課税証明書

納税義務者 氏名 立命 太郎  
住所 京都市中京区西ノ京朱雀1

[Important Points]

- The format of the Income Certificate (Tax Certificate) may differ depending on your municipality.
- Please obtain the most recent document (issued in 2019, contains information about income, etc. for 2018) that lists all items (zenkomoku-shomei) from your municipality's public office.
- Please carefully confirm ① - ④ below.

年度	所得の金額の内訳	本人該当	扶養該当	所得割額	所得控除額	課税標準額
令和元年度 (平成30年度分所得)	総所得 1,350,000円 (内給与 1,300,000円) 雑業雑 0円 土地等事業雑 0円 分離短期譲渡 0円 分離長期譲渡 0円 株式等の譲渡 50,000円 上場株式配当 0円 先物取引所得 0円 山林 0円 退職 0円	特別障害者 0円 その他障害者 0円 老年者 0円 寡婦 0円 特別寡婦 0円 寡夫 0円 勤労学生 0円	控対象 1,300,000円 老人控対象 2,200,000円 同居老親等 0円 老人扶養 * 特定扶養 * その他扶養 同居特別障害 0円 特別障害 0円 の他障害 0円	0円	0円	0円
				市民税 0円 府民税 0円	0円	0円
					雑損 0円 医療費 0円 社会保険料 0円 小企共済掛金 200,000円 生命保険料 0円 寄付金 0円 地震保険料 0円 障害者特別 0円 配偶者特別 300,000円 配偶扶養基礎 780,000円	総所得 0円 土地等事業雑 0円 土地等事業雑 0円 分離短期譲渡 0円 分離長期譲渡 0円 株式等の譲渡 0円 上場株式配当 0円 先物取引所得 0円 山林 0円 退職 0円

② Please submit a document that shows the amount of municipal or prefectural taxes relevant to your income (as shown in this section).

③ Please submit a document that clearly states deduction items and amounts for spouses and dependents. Submission is not possible if the number of dependents or the deduction amounts are hidden by "\*\*\*\*\*".

④ Single-mother households and other single-parent households are requested to submit a certificate that has a "widow/widower" or "special widow." (Also, in some municipalities, the amount is written in the "widow deduction" section.) However, if the household's estimated income is more than 5 million yen or more, the widow deduction may not be applicable.

① Please submit a document that shows income types, a breakdown of income items, and amounts.

上記のとおり証明します。  
令和〇〇年〇〇月〇〇日  
〇〇市〇〇区長



<Handling of Personal Information> The information contained within application forms as well as documents showing family finances and related documents that are submitted at this time will be used for the selection of the Emergency Student Support Fund. This information may also be used to provide applicants with information about future scholarship applications. Your information will only be utilized within the scope of this purpose.