

Program to Support the Submission of Academic Papers in English (for Graduate Students)

Those who correspond to the situations below must make an advanced application with all the required documents.

● If the payment for proofreading service or submission fee must be done in March

(1) No need to submit all the application documents in advance. However, the following application documents must be submitted at the time of advanced application.

- Application Form for the Program to Support the Submission of Academic Papers in English (Make sure to get your professor's approval seal or signature and have your professor select one from 1 – 3 in the budget section.)

(* In case you cannot get your professor's approval seal or signature:

Application Form that applicants scan after getting the signature or seal of their academic professors by asking him/her to sign/put a seal by e-mail can be accepted this time. In case applicants can't scan the document without enough equipment, the e-mail on which the academic advisor admits the application can be regarded as the advisor's signature or seal. Application without the academic advisor's signature or seal cannot be accepted as usual.)

(2) Submit the rest of the required application documents to the relevant office promptly after you use the proofreading service or submit the English article manuscript.

- Please note that there is a possibility that we cannot guarantee the disbursement for your scholarship if you fail to submit the required application documents promptly.
- The Office of Graduate Studies might contact you by phone or E-mail after you submit your application documents, so check your call history on your mobile phone and your E-mail regularly.
- If you cancel using the proofreading service or submitting English article manuscript which you have made the advanced application for, contact the Office of Graduate Studies immediately.

(3) Others

Submission method

Where on each campus to submit:

Submit at (Kinugasa: Office of Graduate Studies / BKC: Manabi Station / OIC: Manabi Station).

Please submit in the following ways in case you cannot submit on campus.

- 1) Send all documents to the Office of Graduate Studies by post

(Please note that we will NOT notify you whether we received the documents or not. We recommend you to mail the documents by a traceable method)

- 2) Send an e-mail by attaching all the scanned submission documents

(It is necessary to submit the original documents later in case the receipts etc. need to be submitted)

【Inquiry】

Office of Graduate Studies, Kinugasa Campus (Shitokukan 4F)

E-Mail : g-schol2@st.ritsumei.ac.jp

TEL:075-465-8195