

# AY2023 Ritsumeikan University NEXT Student Fellow/RARA Student Fellow Programs

## Application Checklist

This checklist is intended to help applicants check each item for any problems before submitting their applications.  
This checklist is **NOT required to be submitted**.

### [form 1 Application Form (including Research Achievements)]

Item	Matters to be confirmed	Check
Font size, number of words	Is the font size as specified (10.5 points)? Is the number of words as specified for each item?	
Omission in entry	Are there any blank spaces?	
Research Achievements	For those currently affiliated with Ritsumeikan University: Have you attached your research achievements on the Ri-SEARCH (Ritsumeikan University Search Engine of Academic Record and Career History of Young Researchers)? For those from other universities: Have you attached a list of research achievements (free format) to your application?	
File format/ File name	Please submit <b>form 1 Application Form</b> and <b>Research Achievements</b> together in <b>PDF format</b> . The file should be saved under the name “ <b>form1_applicant’s last name (using half-width Roman characters).</b> ” (e.g.) form1_ritsumeikan	

### [Self-promotion video]

Item	Matters to be confirmed	Check
Length	Is it no longer than three minutes?	
File size	Is it no larger than 100MB?	
Submission format	Is it in mp4 format? *mov format may not be supported, so please make sure to submit in mp4 format.	
Operation Confirmation	Can the sounds and screen be played well from the beginning to the end? Your video will be reviewed with Windows computers. We recommend you to confirm the operation using a Windows computer.	
File name	Is the file saved under the name “ <b>pr_applicant’s last name (using half-width Roman characters).</b> ” (e.g.) pr_ritsumeikan	

### [form 2 Letter of Recommendation from your supervisor]

Item	Matters to be confirmed	Check
Confirmation of application	Please consult with your (prospective) supervisor before applying. Please ask your supervisor for a Letter of Recommendation and submit it in <b>PDF format</b> .	
File name	<b>The file should be saved under the name “form2_applicant’s last name (using half-width Roman characters).”</b> (e.g.) form2_ritsumeikan	