

AY2024 RARA Student Fellow: Application Checklist

This checklist is intended to help applicants check each item for problems before submitting their application forms.

This checklist is **NOT required to be submitted**.

[Application form]

Item	Details to be verified	Check
File name	Save the file name as "form1_ (Applicant Name in Romaji half-width)". (example) form1_ritsumeitaro	
File format	Please submit in PDF format .	
Font size, number of words	Is the font size as specified? Is the number of words as specified for each item?	
Omission in entry	Are there any blanks left?	
Research achievements	- For those graduated from Ritsumeikan University: Do you keep your research achievements on the “Ri-SEARCH (Ritsumeikan University Search Engine of Academic Record and Career History of Young Researchers)”? - For those graduated from other universities: Do you keep a list of your research achievements (in free format)?	

[Letter of recommendation]

Item	Details to be verified	Check
Confirmation of application	- Please consult with your (prospective) supervisor before applying. - Please ask your supervisor to provide a letter of recommendation and submit the prepared document in PDF format .	
File name	Save the file name as "form2_ (Applicant Name in Romaji half-width)". (example) form2_ritsumeitaro	

[Self-promotion video]

Item	Details to be verified	Check
Length	Is it no longer than one minute ?	
File size	Is it smaller than 30 MB ?	
Submission format	Is it in mp4 format ? *mov format may not be playable, so please be sure to submit in mp4 format.	
File name	Save the file name as "pr_ (Applicant Name in Romaji half-width)". (example) pr_ritsumeitaro	