

WASEDA University

Academic Year 2016

Application Guidelines: Scholarship for Young Doctoral Students For April Enrollees (newly admitted students and currently enrolled students) and For September Enrollees (who took a leave of absence in fall semester of 2015)

Overview of the scholarship

This scholarship was established in 2009 to help students currently enrolled in a doctoral program to become outstanding young scholars with superior research capabilities and extensive knowledge of their fields. As shown in the table below, each graduate school will select the recipients from the students who fulfill all the requirements indicated in the following section (2. Eligibility) and submit the application documents.

Graduate school	Scholarship grant (annual)	Number of recipients	Scholarship is offered to
Graduate school of Political Science / Graduate school of Economics	290,000 – 400,000yen	25-35	All the students who meet the qualifications
Graduate school of Law	400,000yen(at most)	Approx. 32	All the students who meet the qualifications *Scholarship registration is necessary.
Graduate school of Letters, Arts and Sciences	250,000 – 360,000yen	111	All the students who meet the qualifications
Graduate School of Fundamental Science and Engineering, Graduate School of Creative Science and Engineering, Graduate School of Advanced Science and Engineering, Graduate School of Global Information and Telecommunication Studies, Graduate School of Information Production and Systems, Graduate School of Environment and Energy Engineering	500,000yen	289	All the students who meet the qualifications
Graduate School of Education	250,000 – 400,000yen	Approx. 40	All the students who meet the qualifications
Graduate School of Education (Content Studies of Mathematics)	400,000 – 600,000yen		
Graduate School of Human Sciences	450,000 – 600,000yen	30-40	All the students who meet the qualifications
Graduate School of Social Sciences	200,000 – 400,000 yen	8-15	All the students who meet the qualifications
Graduate School of Sport Sciences	400,000 – 600,000yen	35-51	All the students who meet the qualifications
Graduate School of Asia Pacific Studies	600,000yen	14	Only selected students

[Note] *The numbers of recipients shown in the table are the intended total annual numbers, including both Spring and Fall recruitments.

*Graduate school of Commerce and Graduate School of Applied Linguistics will not accept application in Spring semester. Application period for Fall semester will start from late October.

1. How and when to apply

Application period: May 24, 2016(Tuesday) through **June 24, 2016(Friday)**

[Deadline to be strictly adhered to]

How to apply: Submit all the required application documents listed in 3 below to the office of your graduate school.

*Please note that no applications will be accepted after the deadline.

*We will distribute the application guidelines and start to accept applications from late October for

September enrollees enrolled in or enrolling after academic year 2009 (with the exception of those re-enrolling and transfer students).

*The amount of this scholarship applies to one academic year. If you would like this scholarship to continue in the next academic year as well, you must meet the application qualifications for the next academic year and apply again. The scholarship does not continue automatically into the next academic year.

2. Eligibility

Students who meet ALL the following four requirements, (1) through (4)

- (1) **1st - 3rd year doctoral students** and **1st-5th year doctoral students enrolled in a consistent five-year doctoral program** (actual course year: based on the length of enrollment excluding leaves of absence and study abroad) **who are April enrollees enrolled in or enrolling after academic year 2009** (with the exception of those re-enrolling and transfer students), or those who are **September enrollees enrolled in or enrolling after academic year 2009 and took a leave of absence in the fall semester of 2015.**

However, students who have received the grants three times (for example, if you received a grant while studying abroad) are not eligible to apply.

* September enrollees who took a leave of absence for the fall semester of 2015 and returned to school for the spring semester of 2016 are eligible to receive this scholarship only for the spring semester. They must follow the application guidelines of the fall semester of 2016 in order to apply for this scholarship for the fall semester of 2016 to the spring semester of 2016.

- (2) Students under 30 years of age as of April 1, 2016 (born on April 2, 1986 or later)
- (3) Students who have received recommendations from two academic staff (one from your chief research project advisor and another from a full-time faculty member, except faculty members who are NOT on tenure.

Those recommenders must **sign in their own handwriting** and **add their seal** as well as completing other information in the “Academic Staff Recommender 1” and “Academic Staff Recommender 2” sections of the prescribed forms.

***The application will not be accepted** if the name of a recommender is entered using a rubber stamp or is typed.

- (4) Students in any of the following categories cannot apply:

- ① Ministry of Education, Culture, Sports, Science and Technology (MEXT) government sponsored international students
- ② Waseda University research associate
- ③ Part-time lecturer at Waseda University Senior High School, Waseda University Honjo Senior High School, Waseda University Art and Architecture School of Waseda University
- ④ Recipients of a Japan Society for the Promotion of Science (JSPS) Research Fellowship for Young Scientists
- ⑤ Recipients of other **full** tuition waivers (school fee waived due to disasters, etc. or other reasons)
- ⑥ Students receiving full Waseda University tuition (or a full reduction) from a government, corporation or scholarship foundation

*There are cases where those paying a portion of their own tuition (including help from parents) are eligible to apply. Please contact the Scholarships and Financial Assistance Section for more information.
- ⑦ Students on a leave of absence

*Those who will take a leave of absence for the fall semester of this year are eligible to apply. They need to apply at this time.

*For students who take a leave of absence for the spring semester of this year and return to school in the fall semester of the same year, they will need to follow the application guidelines of the fall semester of this year to apply (guidelines will be informed around late October).

- [Note] - If one or more of the conditions in (4)① through ⑦ becomes applicable to you during April 1st 2016 to March 31st 2017, it will be necessary to return the full amount (or a portion of the amount) of the scholarship.
- Even if you fulfill the “2.Eligibility” at the time of application, it will be necessary to return the full amount (or a portion of the amount) of the scholarship when you do not meet the requirements from April 1st 2016 to March 31st 2017.

Please contact the Scholarships and Financial Assistance Section if you should fall under the situation as stated above.

3. Required Application Documents

Prepare all the documents in (1) and (2) below and submit the application during the specified application period.

(1) **Scholarship for Young Doctoral Students Application Form** (Prescribed Form 1)

- Please correctly complete the separate prescribed form.
- Please fill in everything, leaving no items blank.

Please fill in the “Research Project” or “Research Project Status” in details.

- First year students: Describe your research project in details.
- Second year students and above: Please describe your research project and the status in details.

*For Second year students and above, if they describe only research project, the application will not be acceptable.

- If there is not enough space in the “Research Project” or “Research Project Status” section, attach a separate sheet as an additional document.

*You **cannot** leave a required field incomplete or mark it as **"See separate sheet"** and attach the separate sheet alone.

(2) **Scholarship Student Recommendation Form & Confirmation Form for Information on Application (Research Project, etc.)** (Prescribed Form 2)

- For the first recommender, please ask your chief research project advisor to write a recommendation, sign the form, and add his seal.
- Details of research project (for First year Students) or research project status (for Second year or above students) have to be described in the column of “Recommendation”.

*Please inform your chief research advisor about this requirement when you request

- For the second recommender - (first year students) Please ask a second reader, associate dean, or full-time faculty member of Waseda University (except those who are NOT on tenure), such as the dean of the graduate school, involved with your Master's thesis to sign the form and add his seal.
 - (second year or above students) Please request a full-time faculty member at Waseda University such as someone in the same field to sign the form and add his seal.

*If you do not have a second academic staff recommender, please consult with the office of your graduate school.

[Note] If we should find anything fraudulent in your application documents, you will be disqualified from this scholarship application and it will have influence on your application eligibility for this scholarship in the future.

4. How to submit your application documents

Put them into
one set and
staple them together

2. "Scholarship Student
Recommendation Form &
Confirmation Form for Information on
Application (Research Project, etc.)"
* Use Prescribed Form 2.

1. "Scholarship for Young Doctoral
Students" Application Form
* Use Prescribed Form 1.

Submission Deadline
Friday, June 24

To the office of
your graduate
school

5. Check, register and/or change your scholarship bank account information

Applicants must check and/or change the registered information for the ordinary bank account under the name of the student (*see note) (some financial institutions cannot be used, such as online banks, trust banks, etc.) **in the "Personal Account" screen in the MyWaseda by June 24 (Friday).** If your bank account is not registered or is inactive, etc., the scholarship will not be paid out even if you are selected as a recipient. Please note that if we cannot confirm your scholarship bank account, this scholarship award may be withdrawn.

*Follow Steps (1) through (3) below to confirm, register and/or change your scholarship bank account information. (Japanese version only)

- (1) Log into the MyWaseda, and click "Update Student Profile" in 'View/Update Your Own Profile' listed in the menu on the left.
- (2) Check your **"Personal Account" information** in the **"Edit Personal Information" page**.
- (3) In the rare event that your account is not registered (or is inactive, for reasons including bank or branch consolidation), please be sure to accurately register a new account (or change your account information).

6. Schedule after Application

The schedule after you submit your application documents to the office of your graduate school is shown below. Be sure to check and follow the procedures, as each step is important.

June 24 Deadline (Strictly Adhered)	Application deadline (submit to graduate school office) Check, register and /or change scholarship deposit account
---	--



Beginning of July to Beginning of August	Selection procedures in each Graduate school office (only for the graduate schools that are going to select the recipients from the applicants) Approval of Recipients
---	--



Late August	Announcement of recipients
-------------	-------------------------------



End of August	Scholarship Payment
------------------	---------------------

- At the time of application, check, register and/or change your bank account information in the MyWaseda as described in "Check, register, and/or change your scholarship deposit account" above.

- Based on the application documents, each graduate school will conduct selection procedures (only if they are going to select the recipients from the applicants) and Waseda University approves the recipients of the scholarship.

- The office of your graduate school will announce the results and distribute recipient notices to the successful applicants.
*NOT at the Scholarships and Financial Assistance Section

- Recipients will be notified of details, such as when and how the scholarship is paid, when the recipients are announced.

* The schedule above is subject to change.

Inquiries regarding documentation and submission of application forms

The Office of the Graduate School of Political Science/Economics
Email: gakuseki31@list.waseda.jp
Tel: 03-3208-8534(GSPS)
03-3208-8560(GSE)

Inquiries regarding this scholarship scheme and payment

**Waseda University Student Affairs Division
Scholarships and Financial Assistance Section**
(Monday through Friday 9:00 to 17:00)
TEL: 03-3203-9701 / FAX: 03-3232-9497
gakunai-tantou@list.waseda.jp
(Please write your student ID number, name, and name of the scholarship that you would like to ask about in your e-mail.)

Personal information recorded on the application form will be used only for work pertaining to this scholarship and not for any other purpose.