

WASEDA UNIVERSITY

Academic Year 2014, Summer

Application Guidelines for Waseda University Emergency Scholarship

<For International Students>

“Waseda University Emergency Scholarship” is the scholarship to support students whose family’s financial circumstances have changed suddenly and who have difficulty in continuing their studies because of sudden changes in financial circumstances such as their financial supporter’s loss of job, bankruptcy, sickness, death, natural disaster, or other emergency reasons.

Please read the guidelines carefully and follow the procedures listed below if you want to apply for this scholarship. If you pass the screening and are elected as a grantee, you will receive the scholarship.

(For Your Information: Acceptance situation of last summer)

Number of Applicants 20 → Number of Grantees 8

1. Eligibility: Students who meet all the following three requirements (1) through (3)

(1) At the time of application, the reason of sudden changes in their family’s financial circumstances has happened within the past ONE year (August 2013- July 2014).

(2) Students who are recognized that it is difficult for them to continue their studies.

(3) Students who are in regular course and will be able to graduate within standard course term (for undergraduate school) or are on the grade of standard course term (for graduate school).

※ Students whose resident status is “permanent resident” (eijusha), “special permanent resident” (tokubetsu eijusha), “long-term resident”(teijusha), “spouse of a Japanese resident”, “spouse of a permanent resident”, or “spouse of a special permanent resident” are required to submit different documents. Please refer to the guidelines for “早稲田大学緊急奨学金 <日本人等学生用>”.

【NOTICE】 Sudden changes which happened more than 1 year ago are not accepted.

※ 1 Definitions of Sudden changes in family’s financial circumstances are listed below.

Students come under “**sudden changes in family’s financial circumstances**” if they meet one of the following conditions.

1. A main provider of the household (either father or mother whose income is higher than the others, or the one who supports family’s finance instead of them) has lost his/her job because of the bankruptcy of the company or dismissal from the company, or has taken early retirement because of company’s circumstances (it is also included that his/her income has decreased considerably though he/she is re-employed).
2. A main provider of the household dies or separates from student’s family.
3. A main provider of the household has bankrupted.
4. Household spending has increased considerably, or household income has decreased considerably because of sickness, accidents, bankruptcy of the company, decline of the company, or other reasons that cause the sudden changes of family’s finance.
5. Household spending has increased considerably, or household income has decreased considerably because of disasters such as fire, storm damage, flood, earthquake, and other disasters.

※ 2 Students can re-apply for this scholarship with same reasons if they meet the requirements.

2. Stipend: 400,000 Yen (1 year)

3. How to Apply

Students must provide all the required application documents listed in 5 below and submit them as directed in 4 below.

4. When and Where to Apply

Place: Student Affairs Division, Scholarships and Financial Assistance Section

Toyama Campus, Student Union Building (1st floor, Bldg 30)

※Please contact the office if you are a student of Graduate School of Information, Production, and Systems.

Deadline: Thursday, July 17th, 2014 (Strictly adhered) ※Mailing is NOT accepted.

※Please submit all the required documents listed in 5 below.

Please note that if documents are not enough or completed, the documents will not be screened.

5. Required Documents

Please read “How to Prepare and Submit the Application form of Emergency Scholarship for International Students and Other Required Documents” carefully, and prepare **all of the following documents (1) through (3).**

(1) Application form of Waseda University Emergency Scholarship

<For International Students> (Prescribed form)

※The application form must be written in **Japanese or English.**

(2) Income certificates of all members of student's family. (Please refer to (1) in the attached document “2 Required Documents”.)

Students need to submit **both of their parents' certificates.**

※If it is not written in Japanese, students must translate them to **Japanese or English.**

(3) Official documents that prove the sudden changes of family's financial circumstances. (Please refer to (1) in the attached document “2 Required Documents”.)

※If it is not written in Japanese, students must translate them to **Japanese or English.**

6. Selection Process

Selection will be made based on document screening. We may require you additional documents by Waseda-net mail when we need more information for the screening.

7. Decision of Grantees

Level of poverty, severity, and a motivation to continue study, etc will be taken into consideration to decide grantees of this scholarship.

The result will be informed on August 5th, 2014 by e-mail or Waseda-net Portal.

8. Scholarship Payment

August 29th, 2014 (the schedule is subject to change)

※Term of the scholarship is for 1 year. It does not continue into the next academic year.

Inquiries

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

E-mail: syogakukin@list.waseda.jp

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

WASEDA University Emergency Scholarship Application Form for International Students

※Fill out the information or circle the items in the **bold lined box**.

Date :

Student	Name of School		Student ID Number		Name In KATAKANA		
	Undergraduate/ Master / Doctor Name of Course:		Grade		Name		
					Date of Birth(YYYY/MM/DD) : 19 / /		
					Age :		
Nationality		Status of Residence		Plan to change status: yes (date:) • no			

Family Members (Circle the main provider of the household)	Relationship	Name	Age	Job (Name of Working Place)	Years of Service	収入・売上額	控除額・必要経費	所得金額	
	Father				Years Months	前 後			
	Mother				Years Months	前 後			
	If your Father or Mother has been dead or divorced, you must fill out ① and ② below. ⇒①Date(YYYY/MM/DD): / / (death • separated) ②Present Financial Supporter (Father • Mother)								
	Spouse				Years Month	前 後			
					Years Month				
					Years Month				
					Years Month				
	Apply as self- supporting subsistence Yes No						所得金額の合計		前 後
	Reason for Application : _____ _____ _____ _____ _____ _____ _____ _____								

Address	Student	〒	Tel	—	—	—
			Cell phone	—	—	—
	Family	〒	Tel	—	—	—
			Cell phone	—	—	—

【学生部記入欄】

学費納入状況	14 前期分：納入済・未納（納入見込 月頃）
取得単位数・修学状況	①卒業算入単位・平均点（ 単位・ 点） ②修学状況
特記事項	

※Please fill out backside, too.

※Please submit this application form with other documents such as income certificates of all members of student's family and official documents that prove the sudden change of family's financial circumstances. If false information is found in the documents, the application is withdrawn. Please note that submitted documents are not returned with any reasons.

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1. Reasons of Sudden changes in family's financial circumstances. (Please circle the reasons)
 - A. A main provider of the household has lost his/her job because of the bankruptcy of the company or dismissal from the company.
 - B. A main provider of the household died.
 - C. A main provider of the household separated from student's family.
 - D. A main provider of the household has bankrupted.
 - E. Household spending (income) has increased (decreased) considerably because of sickness, accidents, bankruptcy of the company, decline of the company, or other reasons.
 - F. Household spending (income) has increased (decreased) considerably because of disasters such as fire, storm damage, flood, earthquake, and other disasters.
2. Date when the sudden changes in family's financial circumstances happened.
(YYYY/MM) 201 /
3. Unexpected expenses paid in the past, or prospective expenses (house restoration expenses, medical expenses, etc)
Expend Yen for in the past.
Expend Yen for in the future.

4. Student' s Financial Circumstances

Please fill out the amount of money per month. (Do not include tuition fees)

*Average Monthly Income and Expenses have to be same amount

【Before Sudden Changes in family' s financial circumstances】

Average Monthly Income: _____yen	Average Monthly Expenses: _____yen
Allowance (Support): _____yen Supporter is _____ (put "parents", or "uncle", etc)	Rent: _____yen *Put how much you pay include utilities (Please fill out the following if you live with someone) No. of roommates: _____ Total amount of rent: _____yen
Part-time Job: _____yen (If you have any part-time job, attach pay slip of last month)	Food Expenses: _____yen
Scholarship: _____yen Name: _____	Transportation Fees: _____yen
Other income: _____yen Detail: _____	Other Expenses: _____yen Detail: _____

【After Sudden Changes in family' s financial circumstances】

Average Monthly Income: _____yen	Average Monthly Expenses: _____yen
Allowance (Support): _____yen Supporter is _____ (put "parents", or "uncle", etc)	Rent: _____yen *Put how much you pay include utilities (Please fill out the following if you live with someone) No. of roommates: _____ Total amount of rent: _____yen
Part-time Job: _____yen (If you have any part-time job, attach pay slip of last month)	Food Expenses: _____yen
Scholarship: _____yen Name: _____	Transportation Fees: _____yen
Other income: _____yen Detail: _____	Other Expenses: _____yen Detail: _____

- Please simply explain how you paid and will pay the tuition fees.

Before: _____

After :

I certify all the information is true, and apply for “Emergency Scholarship for International Students.”

Signature

【 How to Prepare and Submit the Application form of Waseda University Emergency Scholarship and Other Required Documents】 <for International Students>

Please read the guidelines listed below carefully, and prepare for all documents required to apply for the scholarship. Please confirm that there is no incomplete document.

1 . How to Fill Out “Waseda University Emergency Scholarship Application Form”

- ① “Student” Please fill out “Name of School” “Student ID number” “Grade” “Name” “Date of Birthday” “Age” “Nationality” “Status of Residence”
- ② “Family” Please fill out your family members’ “Name”, “Job”, “Years of service”
Exclude brothers/sisters who live by themselves or grandparents who live with their own assets.
- ③ “Self-Supporting Subsistence” If you would like to apply as self-supporting subsistence, you need to circle “Yes”, and submit the documents listed in 2(1) below. Whether you are admitted as self-supporting subsistence is decided based on the documents.

※Please note that if students apply as self-supporting subsistence, the screening is based on their own sudden change of financial circumstances (NOT family members).

【Notice】 “Self-supporting subsistence ” is approved when you meet ‘a’ or ‘b’ listed below:

- a : Students who have continuous income, make livings by themselves (no support from parents), and pay their living expenses and tuition fees by themselves continuously.
- b : Students or their spouse who support themselves with continuous income, and pay their living expenses and tuition fees by themselves.

- ④ “Reasons for application” Please describe specifically the reason why you apply for this scholarship.
- ⑤ “Address” Please fill out student’s and family’s address and telephone number.
- ⑥ “Reasons of Sudden Changes in Family’s financial circumstances”
 - 1) Circle the correspondent reasons from A to F.
 - 2) Fill out the date when the sudden changes in family’s circumstances happened.
 - 3) If you have unexpected expenses that was paid in the past or future because of the sudden changes in family’s financial circumstances, please write in this column.
- ⑦ “Student’s Financial Circumstances” Please describe your financial circumstances specifically.
- ⑧ “Signature” After you check that there is no mistake, please sign your name here.

2. Required Documents

When you apply for “Emergency Scholarship for International Students”, you must submit all the documents (1) and (2) listed below with the application form. If false information is found in the documents, the application is withdrawn. Also, please note that submitted documents are not returned with any reasons.

(1) Income Certificates of all members of student's family

※Copies are acceptable

Please prepare for **official income certificates** which describe annual total income in 2013 (please translate them in Japanese or English) . If official documents cannot be published with justifiable grounds, please describe annual total income in 2013 and ask the company/employer to confirm that there is no mistake in the documents. The documents made by students without any confirmation are not acceptable.

※Students who apply as self-supporting subsistence, in addition to the income certificates listed above, need to prepare for their own income certificates (official income certificates published from public office, withholding records, wage slips, etc).

(2) Other Required Documents

In addition to the documents listed in (1), please submit official documents that prove the sudden changes in family's financial circumstances.

※Copies are acceptable

	Reasons	Required Documents
A	A main provider of the household lost his/her job because of company's bankruptcy, dismissal from the company, or involuntary early retirement.	Documents that prove a dismissal or involuntary early retirement such as a dismissal notice, a retirement certificate. (Documents that prove the reason is not personal reason)
B	Death of a provider of the household	Obituary notice or a certificate of death (documents that prove the death)
C	A main provider of the household separated	Divorce paper (documents that prove the fact of separation)
D	Bankruptcy of a main provider of the household	Certificates of bankruptcy/closing business
E	Household spending has increased considerably, or household income has decreased considerably because of sickness, accidents, or bankruptcy/decline of the company.	Documents that prove a considerable increase of outcome or decrease of income.
F	Household spending has increased considerably, or income has decreased considerably because of disasters such as fire, storm damage, flood, earthquake, and other disasters.	Certificates of disasters, or the document that prove main supporter's situation of damage.

If official documents cannot be published, please prepare documents that show the details and date of occurrence of the sudden changes in family's financial circumstances with student's signature...

※Documents need to prove that the sudden changes in family's financial circumstances happened within 1 year and the amount of income before and after the incidence.

※Additional documents may be required depending on the situation.

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