

Date (day/month/year): / /

Application Form for Financial Assistance
for privately-funded overseas students to participate in study trips and/or seminars

Name: _____ Student ID #: _____ Nationality: _____

Registered School (circle one): graduate school/school of _____ E-mail _____

Mobile number: _____ Tel number: _____

Address: _____ postal code: _____

Year: UG 3rd year • UG 4th year and above • Research student • Master's () year • PhD () year (UG 1st and 2nd year may not apply)

Overseas student status (tick one) Privately-funded • Exchange • Monbukagakusho (not possible)

Purpose: (please write in detail) _____

Destination (Place): _____

Period: (day)/ (month)/ (year) ~ (day)/ (month)/ (year) (days)

Expenses: ① Participation fee _____ yen

② Transportation fee _____ yen (Please fill out information below)

| Means of transportation | Traveling zones | Fees |
|-------------------------|-----------------|------|
| | | |

③ Accommodation fee _____ yen

④ Other expenses _____ yen (cost)

Total of ①~④ _____ yen

Receipt Please attach the original copy of receipt for the participation / accommodation fees etc. If the payment was made to the study group organiser, please ask him/her to either issue a receipt or fill out the form below.

| | | |
|---|-----------------|------------|
| Receipt of payment | | Date _____ |
| Hereby I confirm the receipt of _____ yen | | |
| as _____ | | |
| Name _____ | signature _____ | |
| Address _____ | TEL. _____ | |

Supervising professor's approval: Name _____ seal _____

※Spaces below will be used by CIE.

Allowance paid _____ 10,000 yen 3,000 yen Deposited date _____

Note 1. This financial assistance is only applicable to international students who are registered for the third or upper years at undergraduate programs, graduate programs, and research students who registered with seminars. Those who are on scholarships are not eligible to apply.

Note 2. If the students participated in an academic meeting or a seminar study trip, a one time, annual subsidy will be paid for no more than 10,000 yen (3,000 yen for day trips).

* If you receive full repayment from any other subsidy schemes, you are not eligible to apply for this financial assistance.

Note 3. To apply, you need this application form and the following documents.

① The original copy of the itinerary, plan, programs etc of the trip (including dates, place, participants, the purpose etc). If they were provided through e-mail, please print them out. If the itinerary is missing, please produce a typed itinerary yourself and obtain either the signature or the seal by your supervisor.

② The original (not photocopied) copy of the receipts of participation, accommodation and transportation fees. If the payment was made to the study group organiser, please ask him/her to issue a receipt.

③ A photocopy of the 1st page of the bank account book to confirm your name and the account number. Credit card is not acceptable.

※ If you use Internet Banking and therefore, do not possess bank account book, please submit "Bank Account Information" form. The form is available at CIE office.

Note 4. For application received by 6th day of each month, approved payment will be deposited to the bank account at the end of the month.

For students entered through April admission, the last day for submitting the application is 6th March. Due to our budget system, the receipts cannot be rolled over to the next year.

Late submission cannot be accepted unless otherwise for the following reasons.

※ For the trips participated between 6th and 31st March, please consult with CIE office.

※ For students admitted in September, applications are accepted until August of the following year.