

WASEDA University

Academic Year 2014

Application Guidelines: Scholarship for Young Doctoral Students For September Enrollees (newly admitted students and currently enrolled students) and For April Enrollees (who took a leave of absence in spring semester of 2014)

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	387,000yen	Approx. 33	All the students who meet the qualifications
Graduate school of Letters, Arts and Sciences	250,000yen	125	All the students who meet the qualifications
Graduate school of Commerce	400,000yen	13	Only selected students
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	500,000yen	204	All the students who meet the qualifications
Graduate School of Education	250,000yen (at most)	Approx. 35	All the students who meet the qualifications
Graduate School of Education (Content Studies of Mathematics),	400,000yen (at most)		
Graduate School of Human Sciences,	400,000yen	Approx. 36	All the students who meet the qualifications
Graduate School of Sport Sciences	510,000yen	Approx. 47	All the students who meet the qualifications
Graduate School of Asia Pacific Studies	600,000yen	9	Only selected students
Graduate School of Japanese Applied Linguistics	510,000 – 600,000yen	Approx. 7	All the students who meet the qualifications

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

*Graduate school of Law, Graduate School of Social Sciences and Graduate School of Environment and Energy Engineering will not accept application in fall semester. Application period for next spring semester will start from late May 2015.

1. How and when to apply

Application period: **October 23, 2014 (Thursday) through November 20, 2014 (Thursday)**
[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 May 2015 for Spring 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 (September 2014-August 2015). 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 September enrollees enrolled in or enrolling after academic year 2009** (with the exception of those re-enrolling and transfer students), or those who are **April enrollees enrolled in or enrolling after academic year 2009 and had taken a leave of absence in the Spring semester of 2014.**

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 Spring semester of 2014 and returned to school for the fall semester of 2014 are eligible to receive this scholarship only for the fall semester (for half year). They must follow the application guidelines of the spring semester of 2015 in order to apply for this scholarship for the spring semester of 2015 to the fall semester of 2015.

- (2) Students under 30 years of age as of April 1, 2014 (born on April 2, 1984 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, or Kawaguchi Art 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 took a leave of absence for the spring semester of this year and returned to school in this fall semester are eligible to apply. They need to apply at this time.

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

- [Note] - If one or more of the conditions in (4)① through ⑦ becomes applicable to you during September 21st 2014 to September 20th 2015, 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 September 21st 2014 to September 20th 2015.

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 and Third Year Students: Please describe your research project and the status in details.

*If Second and Third year students 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 and Third year 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 and third year 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
Thursday, November 20

To the office of
your graduate
school

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

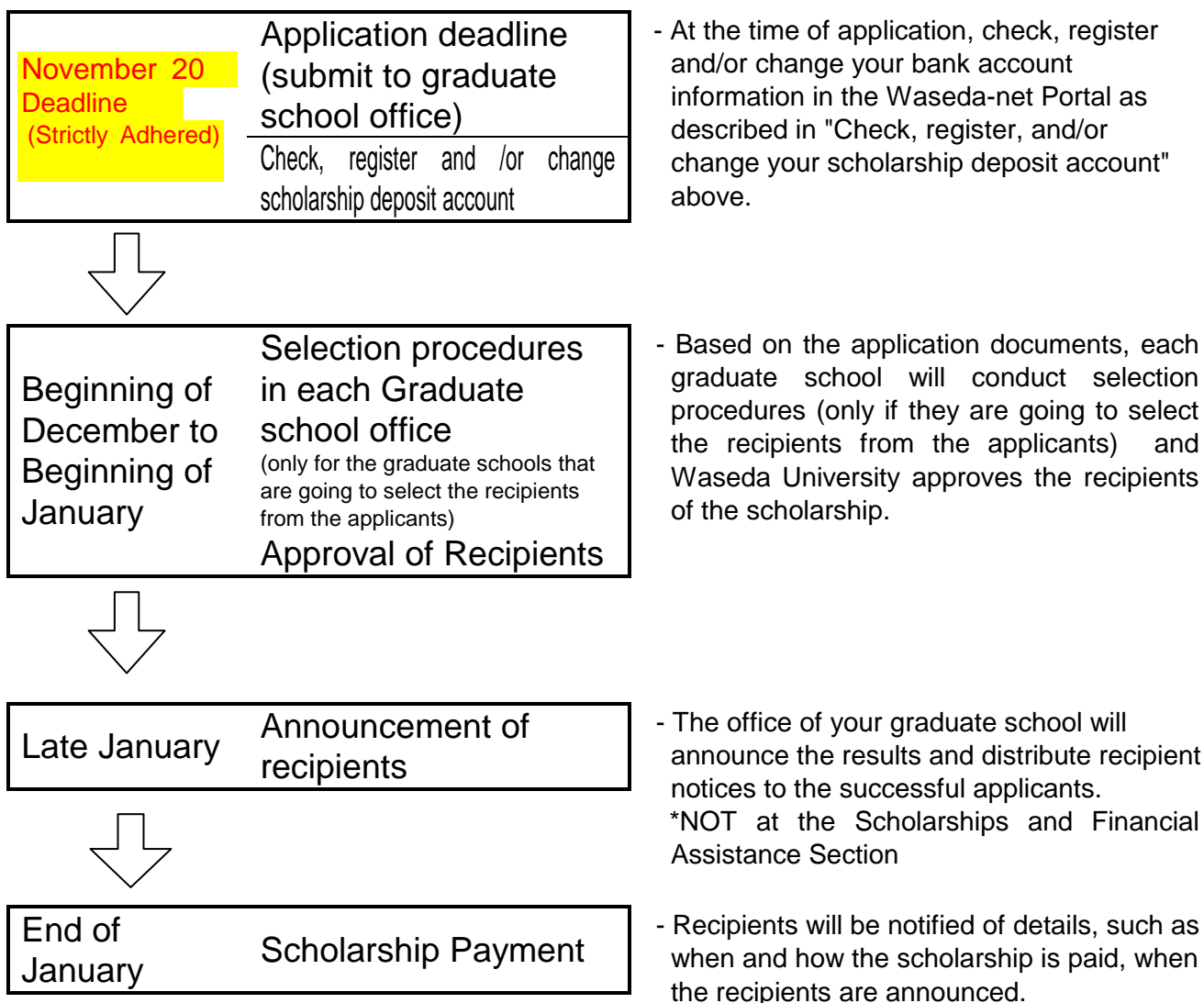
Applicants must check and/or change the registered information for the ordinary bank account under the name of the student (*see note) (some financial institutions cannot be used, such as online banks, trust banks, etc.) **in the "Personal Account" screen in the Waseda-net Portal** by **November 20 (Thursday)**. 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 Waseda-net Portal, and click "Change of the Basic Information" in 'My 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.



* The schedule above is subject to change.

Inquiries regarding documentation and submission of application forms

Graduate School of Political Science/Economics Office
 Email: gakuseki31@list.waseda.jp
 Masuda (Ms) and Hoka (Ms)

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.