

# WASEDA University

Academic Year **2018**

**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 **2017**)**

## 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)	Scholarship is offered to
Graduate School of Fundamental Science and Engineering, Graduate School of Creative Science and Engineering, Graduate School of Advanced Science and Engineering	500,000yen	All the students who meet the qualifications

## 1. How and when to apply

**Application period: **June 29, 2018(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.

\*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) **1<sup>st</sup> - 3<sup>rd</sup> year doctoral students and 1<sup>st</sup>-5<sup>th</sup> 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 **2017**.**

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 **2017** and returned to school for the spring semester of **2018** are eligible to receive this scholarship only for the spring semester. They must follow the application guidelines of the fall semester of **2018** in order to apply for this scholarship for the fall semester of **2018** to the spring semester of **2019**.

- (2) Students under 30 years of age as of **April 1, 2018** (born on **April 2, 1988** 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 1<sup>st</sup> 2018 to March 31<sup>st</sup> 2019**, 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 1<sup>st</sup> 2018 to March 31<sup>st</sup> 2019**.

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

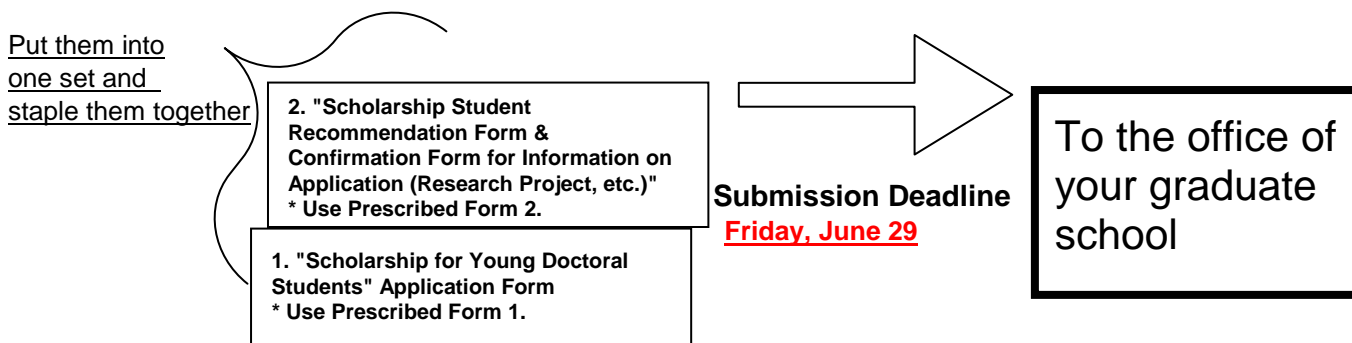
- For the second recommender - (first year students) Please ask a second reader, associate dean, or full-time faculty member of Waseda University (except those who are NOT on tenure), such as the dean of the graduate school, involved with your Master's thesis to sign the form and add his seal.

- (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



## 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 29 (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,

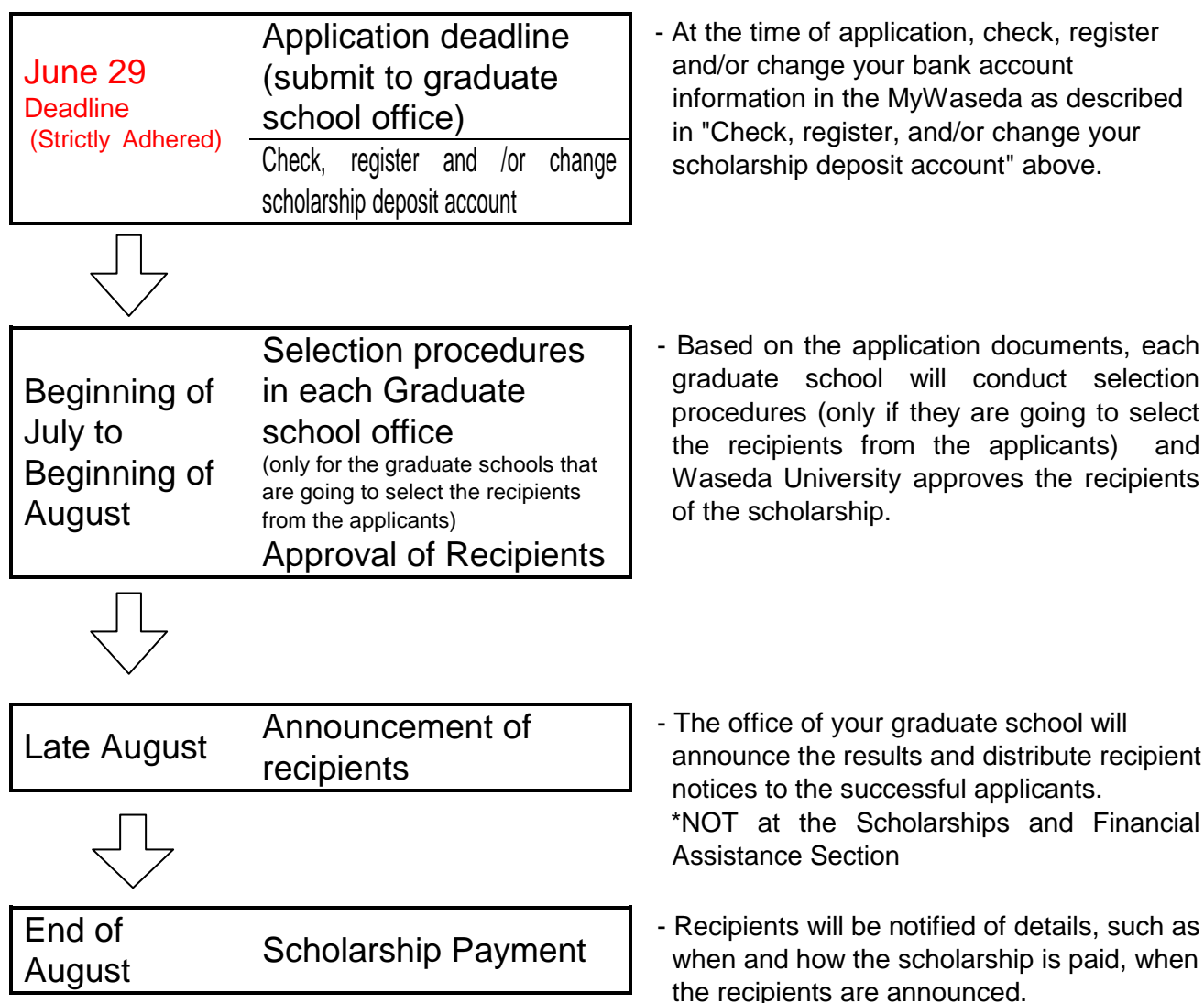
this scholarship award may be withdrawn.

\*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.



\* The schedule above is subject to change.

Inquiries  
regarding  
documentation  
and submission  
of application  
forms

**Waseda University Center for Science and Engineering**

**Academic & Student Affairs Section**

(Monday through Friday 9:00 to 17:00)

TEL: 03-5286-3002 /foreignstudent-affairs@sci.waseda.ac.jp

(Please write your student ID number, name, and name of the scholarship that you would like to ask about in your e-mail.)

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.