[Front］　　　　　　　　　　　　　　　　　　　　　　　　　　　　　（外　20冬季－　 新　・　再　　）

（コロナ以外・コロナ）

**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  Grade | | | | Name  In KATAKANA  Name  Date of Birth(YYYY/MM/DD)： 　　/　　/  Age： | | | | | |
|  | | | | | |
| **Undergraduate/**  **Master / Doctor**  **Name of Course:** | | | | | |
| Nationality | | | | |  | Status of Residence | | Plan to change status: yes（date: ） ・ no | | | | | | |  |
| （Circle the main provider of the household ）  Family Members | | | 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 | | |  |  |  | | 前  後  Years  Months | | 前  後 | |  |  | |
| Mother | | |  |  |  | | 前  後  Years  Months | | 前  後 | |  |  | |
| If your Father or Mother has been dead or divorced, please fill out ① and ② below.  ⇒①Date(YYYY/MM/DD): 　　　 / 　　 / 　（death・separated ）  ②Present Financial Supporter（ Father ・ Mother ） | | | | | | | | | | | | | |
| Spouse |  | | |  |  | | Years  前  後  Month | |  | |  |  | |
| other |  | | |  |  | | 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 | 20春学期分：納入済・未納（納入見込　　月頃）／20秋学期分：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・GPA（　　　　　　単位・　　　　　　　）  ②修学状況 |
| 特記事項 |  |

※Please fill out backside as well.

※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, your application will be rejected. Also, please note that all the submitted documents will not be returned under any circumstances.［Back］

|  |
| --- |
| 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) 2020 /  3. Unexpected expenses paid in the past, or prospective expenses（house restoration expenses, medical expenses, etc ）\* If you select “E” or “F” above.  　　　Expend Yen for in the past.  　　　Expend Yen for in the future.  4．Your family’s total amount of the savings yen |
| 5．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 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 will be conducted 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 reason(s) from A to F.

2）Fill out the date when the sudden changes in family’s circumstances happened.

3）If you select “E” or “F” as reason(s) above, please write unexpected expenses that was paid in the past or future because of the sudden changes in family’s financial circumstances 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 listed in (1) and (2) below with the prescribed Application Form. If false information is found in the documents, your application will be rejected. Also, please note that all the submitted documents will not be returned under any circumstances.

**（１）Income Certificates of all members of student’s family** ※Copies are acceptable

Please prepare **official income certificates** which describe annual total income in 2019 (please translate them in Japanese or English). If official documents cannot be published with justifiable grounds, please describe annual total income in 2019 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** ※Copies are acceptable

In addition to the documents listed in (1), please submit official documents that prove the sudden changes in family’s financial circumstances (please translate them in Japanese or English).

|  |  |  |
| --- | --- | --- |
|  | Reasons | Required Documents |
| Ａ | The main provider of the household lost his/her job due to 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 or a retirement certificate. (Documents that prove that the retirement was involuntary) |
| Ｂ | Death of the main provider of the household | Obituary notice or a certificate of death  (documents that prove the death) |
| Ｃ | The main provider of the household separated | Divorce paper (documents that prove the fact of separation) |
| Ｄ | Bankruptcy of the 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. |

※Documents need to prove that the sudden changes in family’s financial situation happened within the past 1 year and the amount of income BEFORE and AFTER the incidence.

※Additional documents may be required depending on the situation.

|  |  |
| --- | --- |
| Inquiries | **Waseda University Student Affairs Division**  **Scholarships and Financial Assistance Section**  (Monday through Friday 11:00 to 15:00)  TEL: 03-3203-9701 / FAX: 03-3232-9497 E-mail: [syogakukin@list.waseda.jp](mailto:syogakukin@list.waseda.jp)  ※Office is closed from Dec. 26th to Jan.5th |
| Personal information recorded on the application form will be used only for work pertaining to this scholarship and not for any other purpose. | |