

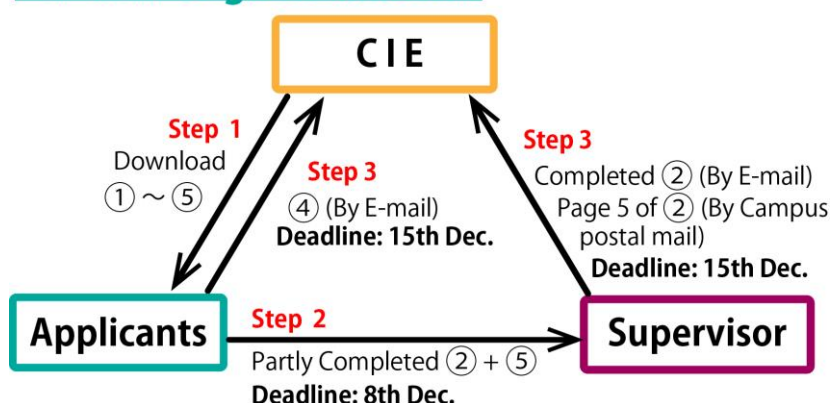
## Instructions to Application for MEXT Scholarship Extension

Those who want to apply for a scholarship extension; please submit all of the "Required Documents" listed below to the CIE office by **Tuesday, 15<sup>th</sup> December**. Please note that your application will be disqualified if anything in your application form is incomplete or if you missed the deadline.

There are several parts in the application forms which **require your supervisor to fill in**. Please explain the scholarship extension procedure, and make sure to bring the "**Letter to Professor**" to your supervisor, which also explains what your supervisor needs to do for you. As it takes time for your supervisor to fill in the form, **please ask your supervisor to fill it in by Tuesday, 8<sup>th</sup> December at the latest**.

### 1. Application Process

#### For Non-degree Students

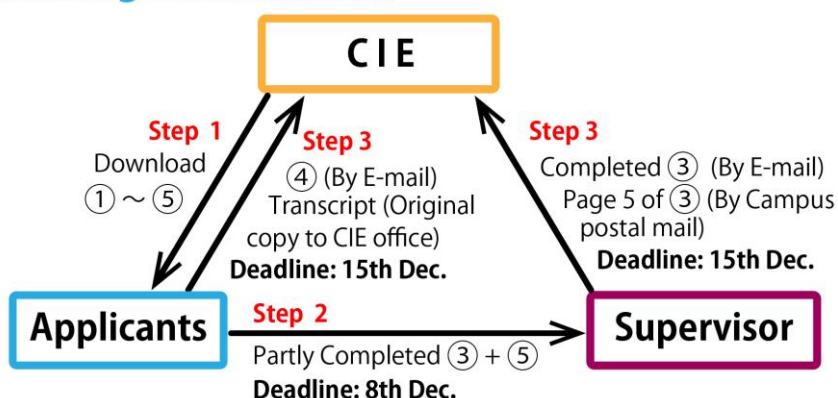


#### The documents to download from the CIE Website:

- ① Instructions to Application for MEXT Scholarship Extension
- ② Extension Form A (Non-degree Student)
- ③ Extension Form A (Regular student)
- ④ Extension Form B
- ⑤ Letter to Professor

\* Please try to use the **Windows System** to download and fill in the forms.

#### For Regular Students



### 2. Cautions for when filling in the forms

#### 1) Extension Form A

Extension Form A is an Excel file with 6 different sheets. However, **you only need to fill in page 1 to page 4 in the first sheet "01"**. You need to fill in **all columns** from page 1 to page 3, and only some columns for the page 4. Please also refer to the sheet "**① Sample**" and "**② Guidelines of Application Form**" to complete the Extension Form A.

#### 2) Extension Form B

Extension Form B is a Word file, which is for you to input your research plan or research status. Please send the completed Extension Form B to the CIE office by email. In the case you would like to put some graph in the sheet, it is possible for you to increase the sheet **up to 3 pages in A4 size**.

### 3) Original copy of the printed “Opinion from Supervisor” page with supervisor’s seal

After you filled in the Extension Form A (from page 1 to page 4), please send it to your supervisor. Ask your supervisor to fill in necessary information in the “Recommendation and Report Letter (page 4)” and “Opinion from Supervisor (page5),” and send the completed Extension Form A directly to the CIE office by email.

**Email address for submission : [in-cie@list.waseda.jp](mailto:in-cie@list.waseda.jp)**

Please also ask your supervisor to print out the “Opinion from Supervisor” page, putting his/her seal on it and send it to the CIE office by **campus postal mail**. Please feel free to consult with us if it is difficult for your supervisor to do so.

### 4) Transcripts, not necessary for non-degree research students

Please submit the transcripts of your current course, from the beginning of the course to the latest obtainable, to the CIE office. Submission of transcripts is not necessary for non-degree research students.

## 3. Conclusion

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The process for scholarship extension will be as follows:

- ① After completing “**Extension Form A**” and “**Extension Form B**,” please send “**Extension Form A**” to your supervisor **by 8<sup>th</sup> December**, and “**Extension Form B**” to the CIE office **by 15<sup>th</sup> December**. If you are a regular student, you also have to submit **your transcripts (original)** to the CIE office.
- ② Ask your supervisor to fill in necessary columns in “**Extension Form A**” and send it to the CIE office by email. Also, ask your supervisor to print out the “**Opinion from Supervisor**” page and put his/her seal on it, and send it to CIE by campus postal mail.
- ③ The CIE office will examine submitted documents, and submit them to the MEXT. The result will be announced by the MEXT around mid February to early March next year. We will inform you about the result through your graduate school office as soon as we received it. If the MEXT authorized your scholarship extension, your signature will be needed for document required by the MEXT. (You will be responsible if the necessary documents couldn’t be submitted by the deadline. Please consult with the CIE office in advance if you need to leave Japan due to inevitable reasons during the above mentioned period.)

#### [ ATTENTION ]

- ★ **Please DO NOT change the layout of the application forms**, nor delete any sheet just because you think it is not necessary. Your application might be rejected by the MEXT if the layout of the submitted forms has been changed.
- ★ For those who need to obtain permission from your home government, local consulate or company etc., preliminarily, please inform the CIE office in advance.
- ★ Please be aware that if you return home without enrolling in a new course even though you may have applied for extension of the scholarship period, as a general rule of MEXT, **you will not be paid for the travel expenses to return to your home country.**
- ★ For **University Recommendation MEXT students**, transferring to a graduate school within a different university is not approved.
- ★ Students participating in an **International Priority Graduate program** can apply for a scholarship extension only if they continue as a member of their program (Spaces limited).

If you have any questions about the application, please feel free to contact the responsible staff of CIE.

Yours sincerely,