

# Academic Year 2023, Winter

## Application Guidelines for Waseda University Emergency Scholarship

### <For Japanese Students and International Students>

“Waseda University Emergency Scholarship” is a scholarship to support students who have difficulty in continuing their studies due to a sudden and drastic change in their families’ financial situation, such as their financial supporter’s loss of job, bankruptcy, sickness, death, natural disaster, or other emergency reasons.

Please read the guidelines carefully and follow the procedures listed below if you wish to apply for this scholarship. If you pass the screening and are selected as a grantee, you will receive the scholarship.

(Acceptance situation of this summer)

[Japanese Students] Number of Applicants 33 → Number of Grantees 15

[International Students] Number of Applicants 42 → Number of Grantees 16

#### 1. Eligibility: Students who meet all the following requirements;

(1) At the time of application, the reason of sudden changes in their families’ financial circumstances has happened within the <sup>※ 1</sup> past ONE year (January 2023– December 2023).

(2) Students who are recognized as having difficulty in pursuing their studies for financial reasons.

(3) <sup>※ 3</sup> Japanese students and International students who are enrolled in regular course and will be able to graduate within standard course term (for undergraduate school) or are on the grade of standard course term (for graduate school).

※1 Sudden changes which happened more than 1 year ago are not accepted. However, if you were selected as a recipient of this scholarship in the previous academic year and reapply with the same reason, applications can be acceptable even if reasons occurred more than 1 year ago.

※2 Definitions of sudden changes in family’s financial circumstances are listed below.

Students are recognized as experiencing **“a sudden and drastic change in their family’s financial circumstances”**, if they fall under any of the following situations;

1. The main provider of the household (either father or mother whose income is higher than the other, or the one who supports family’s finance instead of them)
  - has lost his/her job due to the bankruptcy of the company or dismissal from the company
  - has taken early involuntary retirement due to company’s circumstances
  - has experienced a considerable decrease in their income after re-employment

**※Excluding voluntary resignation and compulsory retirement**

2. The main provider of the household dies or separates from student’s family.
3. The main provider of the household has bankrupted.
4. Household spending has increased considerably, or household income has decreased considerably because of sickness, accidents, bankruptcy of the company, decline of the company, or other reasons that cause the sudden changes of family’s finance.
5. Household spending has increased considerably, or household income has decreased considerably because of disasters such as fire, storm damage, flood, earthquake, and other disasters.

※3 Students whose resident status is “permanent resident” (eijusha), “special permanent resident” (tokubetsu eijusha), “long-term resident” (teijusha), “spouse of a Japanese resident”, “spouse of a permanent resident”, or “spouse of a special permanent resident”

#### 2. Stipend: 400,000 Yen (1 year)

#### 3. Application Periods:

Start of Application	December 1, 2023 (Fri)
Deadline for filling out the web application form	Until December 21, 2023 (Thu) 17:00
Deadline for mailing required documents	Postmarked on or before December 22, 2023 (Fri)

**※Any applications submitted after the submission deadline will not be accepted.**

※If you send documents from overseas, please submit them by email before December 22.

#### 4. How to Apply : Follow the Steps 1 to 5.

<b>Step 1</b>	<b>Confirmation of eligibility</b>
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• Please read this application guideline carefully and confirm the purpose of this scholarship program and eligibility for application.

<b>Step 2</b>	<b>Gathering of information necessary for web application</b>
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• Please check the "[Waseda University Emergency Scholarship Web Application Form Entry Fields \(For International Students\)](#)" and gather the necessary information for the web application.

<b>Step 3</b>	<b>Fill out the web application form</b>
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• Based on the information you prepared in Step 2, please complete the web application form by the deadline. Please be careful not to enter incorrect information.

• Web Application Form URL (For International Students) : <https://forms.office.com/r/P9G2wwLxis>

<b>Step 4</b>	<b>Preparation of required documents</b>
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• Please prepare the documents listed in "5. Required Documents" in this application guideline. Please note that if any of the application documents are incomplete or missing, the applicant will not be considered.

<b>Step 5</b>	<b>Mailing of required documents</b>
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• Please mail the required documents to Scholarships and Financial Assistance Section within the application period.

• Please cooperate with us in mailing the documents as soon as possible after the preparation of Step 4 is completed.

• Please use a A4 size envelope (or LetterPack) for submission.

• **If you need confirmation of arrival, please send by registered mail or LetterPack, or any other method with a delivery record. If you use regular mail, we will not be able to take into account in case of non-delivery due to postal accidents, etc.**

• Mailing Address (Application Documents are acceptable by post.)

Scholarships and Financial Assistance Section Student Affairs Division, Waseda University
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1-24-1 Toyama, Shinjuku-ku, Tokyo 162-8644
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〒162-8644 東京都新宿区戸山 1-24-1
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早稲田大学 学生部奨学課「早稲田大学緊急奨学金」係
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**5. Required Documents:** Please read the following carefully and prepare the necessary documents from ① to ③.

① “Waseda University Emergency Scholarship” Checklist and Pledge [WORD](#) ver. [PDF](#) ver.  
(prescribed form, A4 size)

② Proof of income for all family members living in the same household (excluding those in school or not yet in school)

1) Required Documents

	【For Japanese Students】 Required Documents	【For International Students】 Required Documents
Those who have been in the same position since before December 2020 as the current one	1. 最新の「所得証明書」 2. (所得証明書に未記載の収入・所得がある場合) 源泉徴収票または確定申告書控 3. 年金や公的手当てを受給している場合は振込通知等	家計急変前の 12 カ月分および家計急変後の収入証明書 ※ Income certificates for both periods “before the financial situation change” and “from the start of financial situation change to present” are required. For the details, refer to <a href="#">the “Waseda University Emergency Scholarship (International Students)” Check Sheet for Proof Submission.</a>
Those who started working, changed jobs, retired, etc. after January 2021	1. 最新の「所得証明書」 2. 前職の源泉徴収票または確定申告書控 3. 年金や公的手当てを受給している場合は振込通知等 4. (転職・就職した場合) 直近 3 ヶ月分の給与明細書 5. (転職・退職・廃業等した場合) 退職・廃業の証明書	
Those who started self-employment, etc. after January 2021	1. 最新の「所得証明書」 2. 「1 年間の所得見込報告書」(自由書式) “売上 - (原価 + 経費) = 所得” 等を必ず記入 3. 確定申告を行っている場合は確定申告書控 4. 年金や公的手当てを受給している場合は振込通知等	
Those who have no income or whose income is within the tax-exempt amount	最新の「非課税証明書」 ※無収入でも、所得金額(ゼロ)の記載があるもの。	
If you live overseas and cannot obtain If you cannot obtain an income certificate	2022 年中の総収入を証明する書類 ※現地給与、内地給与が記載されていること (円換算したもの、日本語訳を添付)	

※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.).

※Family members requiring income documentation include parties involved in sudden changes in household finances (death, separation, etc.).

※Depending on each individual's situation, additional certification documents not listed in the table above may be required.

③ Official documents to prove sudden change in household finances

2) Documents required to be submitted for reasons of sudden change in household finances

		【For Japanese Students】 Required Documents	【For International Students】 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.	・離職票・雇用保険受給資格者証 (雇用保険の受給資格がない場合のみ、離職理由の明記された退職証明書等) ・急変後の収入がわかる書類(「5. 必要書類-②-1」以外の書類がある場合)	・ Notice of Termination/Certificate of Resignation (The reason for leaving date must be indicated) ・ Certificate of Unemployment Insurance
B	Death of the main provider of the household	・死亡届、死亡診断書、戸籍抄本等のいずれか ・遺族年金の受給(予定)額がわかる書類 ・生命保険の受給(予定)額がわかる書類 ・故人が存命時の「5. 必要書類-②-1」	・ Death Certificate (Date of death must be indicated) ・ Receipt of Life Insurance
C	The main provider of the household separated	・戸籍謄本、離婚届書等 ・急変後の収入がわかる書類(「5. 必要書類-②-1」以外にある場合。離別して別家計となっている方の「5. 必要書類-②-1」は必須です)	・ Divorce Certificate (Date of divorce must be indicated)
D	Bankruptcy of the main provider of the household	・破産宣告書、銀行取引停止通知書、廃業証明等 ・急変後の収入がわかる書類(「5. 必要書類-②-1」以外にある場合)	・ Certificates of bankruptcy (Date of bankruptcy must be indicated)
E	Household spending has increased considerably, or household income has decreased considerably because of sickness, accidents, or bankruptcy/decline of the company.	・急変事由を証明する書類 ・著しい支出の増大または収入の減少を証明する書類(病名・治療費がわかるものなど) ・急変後の収入がわかる書類(「5. 必要書類-②-1」以外にある場合)	【Significant Increase in Expenses for Medical Expenses】 ・ Medical Certificate and Receipts (issued by hospitals and the diagnosed date must be indicated) 【Significant Increase in Spending Except Medical Expenses】 ・ Official document which proves the increase in expenses (date of issue must be indicated) 【Significant Decrease in Income】 ・ Documents issued by the company

			certifying the decrease in salary (The period of decrease in salary must be indicated and the documents must be issued by the workplace)
F	Household spending has increased considerably, or income has decreased considerably because of disasters such as fire, storm damage, flood, earthquake, and other disasters.	<ul style="list-style-type: none"> <li>・罹災証明書等</li> <li>・著しい支出の増大または収入の減少を証明する書類</li> <li>・急変後の収入がわかる書類（「5. 必要書類-②-1」以外にある場合）</li> </ul>	<ul style="list-style-type: none"> <li>・ Certificate of disasters/Document confirming damage(Must be a public document)</li> </ul>

※Depending on each individual's situation, additional documents not listed in the table above may be required.

## 6. Selection Process :

Selection will be carried out based on the submitted documents. Scholarship Section may contact the student's Waseda-mail address or cell phone to inquire about matters that cannot be determined from the written documents or may request the submission of additional documents. Please note that if the applicant does not respond any contact from Scholarship Section, the applicant will not be considered.

## 7. When scholarship recipients are selected and when scholarship funds are awarded :

Scholarship recipients will be selected based on a comprehensive screening based on the submitted documents, including the level of need, urgency, and willingness to continue their studies. **Final selection results will be announced by end of February via e-mail.**

**The scholarship will be awarded on February 29(Thu) (tentative).**

※The scholarship will be awarded for one year only. Please note that this scholarship will not be continued for the following year.

**※Please note that we cannot respond to inquiries regarding acceptance or rejection.**

## 8. Others :

**【For Japanese Students】**

In case your financial situation remains severe due to a sudden and drastic change, please complete the scholarship registration AY 2024 ( “2024 年度春の奨学金登録” ). You can apply for Waseda University Scholarships (Grant-type), JASSO Scholarships (Loan-type) and External Scholarships (Grant and Loan-type) through the scholarship registration. For details, please check the booklet called “Challenge” .

※ Scholarship registration AY 2024 ( “2024 年度春の奨学金登録” ) period (tentative).

February 1, 2024 (Thu) – March 15, 2024 (Fri)

※ You can get “Challenge” for AY 2024 version on the following website.

URL : <https://www.waseda.jp/inst/scholarship/applying-loans/download/>

In addition, if you are an undergraduate student from a resident tax exempted household or equivalent, you can apply for “国の修学支援新制度” (Tuition waiver and Jasso scholarship(Grant-type)) which is provided by the Japanese government. Starting in AY2024, eligibility will be expanded to include multiple-child households and middle-class families whose children study Science, Engineering, and Agriculture.

The application schedule for AY 2024 is as follows.

[1<sup>st</sup>] Application period: April, Announcement of result: July

[2<sup>nd</sup>] Application period: October, Announcement of result: December

※ For more details, please refer to our website.

**【For International Students】**

Scholarship application procedures for international students differ depending on the school. Please ask the school office about the details.

Inquiries	<b>Waseda University Student Affairs Division</b> <b>Scholarships and Financial Assistance Section</b> (Monday through Friday 10:00 to 16:00) E-mail: <a href="mailto:syogakukin@list.waseda.jp">syogakukin@list.waseda.jp</a>
Personal information recorded on the application form will be used only for work pertaining to this scholarship and not for any other purpose.	