

(To applicant and To the staff of our partner institution)

**TRANSLATION OF GUIDELINES FOR THE 2014 JAPANESE GOVERNMENT (MONBUKAGAKUSHO)
SCHOLARSHIP RECOMMENDED BY RIKKYO UNIVERSITY
(for the Students of Rikkyo University's Exchange Partner Institutions)**

The terms and conditions for the 2014 Japanese Government (Monbukagakusho) scholarship are determined as below. This scholarship is available only for those who submit application through the exchange agreement with Rikkyo University.
Please note that the applicants for this scholarship are to be included as part of the exchange balance in the academic year 2014-2015 (April 2014-March 2015).

1. QUALIFICATION

(1) Eligibility

An applicant must be a non-Japanese national not residing in Japan, who is enrolled as a student in the exchange partner institution at the time of application and desires to be enrolled in one of the **graduate schools** of Rikkyo University under the terms of the student exchange agreement. **The applicant must have more than 2.30 in the cumulated grade point average for the most recent 2 years.**

(2) Nationality

The applicant must be a citizen of countries which have Diplomatic Relations with Japan.

(3) Age

The applicant must be born on or after April 2, 1979.

(4) Academic Background

The applicant must be university graduate or above at the time of enrollment in Rikkyo University. (i.e., who has, or will have, completed 4 years of university education).

(5) Area of Study

The applicant's field of study in Japan should be the same as or related to the area he/she has majored in the home institution. *Moreover, the major should be the area in which Rikkyo University is able to offer courses as well as academic advising. Please also keep in mind that the major cannot be changed during the period of enrollment at Rikkyo.*

(6) Health

The applicant must be physically and mentally healthy in order to pursue the intended studies in Japan.

(7) Japanese Language Proficiency

The applicant, especially those majoring in Japanese Studies such as Japanese literature, history, law etc., and/or related fields, **must have sufficient Japanese language proficiency** to conduct study and research without difficulty (In principle, a certificate of Japanese language proficiency will be required which indicates intermediate or above level.)

(8) Arrival Date (scheduled)

The applicant must arrive in Japan between at the beginning of September to the middle of September 2014.

(9) Visa Requirement

The applicant is required to acquire a "College Student" visa when he/she comes to Japan.

(10) A person who is a member of his own, or any nation's armed forces, or who belongs to the civilian component thereof, is not eligible for this scholarship.

(11) Applicant must arrive in Japan in specified date.

(12) A person who was a grantee of the Monbukagakusho Scholarship in the past can apply for this scholarship, if he/she has not had experience in education or research for three years or longer after he/she returned to the home country. (However, a person who was a grantee of the Monbukagakusho Scholarship of Japanese Studies Students in the past can apply for this within three years after he/she returned to the home country on condition that he/she is a university graduate.)

(13) A person who is or will be receiving scholarships from their home government and/or organizations other than Monbukagakusho is not eligible.

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(14) The applicant can apply for the scholarship only for the purpose of attending Rikkyo University and not allowed to apply for the Monbukagakusho Scholarship nominated by an embassy, or the JASSO Student Exchange Support Program (Scholarship for Short-Term Study in Japan) concurrently.

(15) A person who is living (or will live) in Japan before the start of the fall academic year (including a person who will be a regular international student from 2014 at a Japanese University) is not eligible.

2. RECOMMENDATION PROCEDURE

The Monbukagakusho has stipulated that the candidates should indicate the ranking within their class in terms of GPA, individual grades (e.g. how grades were distributed within a particular class that he/she took), or some other concrete measure to evaluate clearly the applicant's academic achievement among their peers. The candidates' host universities should submit the grade report along with other application forms and documents. **The Monbukagakusho set the guideline for the academic record. They require more than 2.30 in the cumulated grade point average for the most recent 2 years, so if the average point is below 2.30, Rikkyo University cannot recommend the candidate to The Monbukagakusho.**

In addition, Rikkyo University will conduct e-mail interviews with the applicants. The prospective supervising professor will conduct interviews on each applicant about his/her study and research plans. **Therefore, the applicant should give us a valid e-mail address to ensure that Rikkyo University can contact him/her in January.**

3. TERM OF SCHOLARSHIP

(*Note: The term of the scholarship may be changed according to government rules and regulations.)

(1) Monthly payment: Non-degree research student: 143,000 yen, Master's candidate: 144,000 yen, Doctorate candidate: 145,000 yen. An additional monthly stipend of 2,000 or 3,000 yen may be provided to those undertaking study or research in specially designated regions. *However, these amounts are subject to change depending on the annual budget of each year.

(2) Tuition: to be waived through exchange agreement.

(3) Transportation:

- a) to Japan: an economy-class air ticket from the international airport nearest to the scholarship recipient's home address to the Narita International Airport.
- b) from Japan: an economy-class air ticket from the Narita International Airport to the nearest international airport nearest to the scholarship recipient's home address as long as he/she returns by the appointed date after the expiration of the scholarship term. The cost of any travel insurance shall be borne by the recipient. (*Note: The places of departure and return must be located in the scholarship recipient's country of citizenship.)

(4) Duration of payments: October 2014 - March 2016 (18 months)

* If the recipient desires to extend his/her period of study and has outstanding academic achievement, the length of the scholarship tenure may be extended with approval by Monbukagakusho given that the recipient files the proper application before the designated deadline.

4. NOMINATION AND SELECTION

(1) Rikkyo University will screen the applicants and decide the nominees for the scholarship.

(2) Monbukagakusho will review each nomination and ultimately selects the recipients based on the recommendation from universities.

(3) **The applicants must email a copy of the all required documents as attached documents (WORD file,PDF) to Harumi Morizono at morimori@rikkyo.ac.jp via their home institution by Saturday, January 4, 2014, and mail the original documents by Friday, January 10, 2014.** We do not consider any application unless we have all the necessary documents before the deadline. Every document must be typed in Japanese or in English. **If not, a Japanese or English translation must be attached.** (If translation were not attached, the application would not be considered.) We will not return the application documents except the original copy of diploma.

(4) Required documents:

- a. Completed application form * should be two sided printing (use the specified format, attached with a

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photograph of 4.5 x 3.5 cm, full-faced from waist up, no hat or cap, with name and nationality written on the back)

- b. Two photographs (taken within the past 6 months, 4.5 x 3.5 cm, full-faced from waist up, no hat or cap, with name and nationality written on the back)
- c. Field of study and study program (use the specified format) * should be two sided printing
- d. Letter of Recommendation addressed to President of Rikkyo University, submitted by Dean or its equivalent of the faculty or institution where the candidate has been currently enrolled
- e. Certificate of census registration or citizenship
- f. Official academic transcript issued by the university attended
- g. Certificate of graduation and a certificate of degree issued by the university attended (Please submit original copy of diploma and we will send it back later.)
- h. The grade report in which home university should indicate the candidate's academic ranking within his/her class in terms of GPA, individual grades (e.g. how grades were distributed within a particular class that he/she took), or some concrete measure to evaluate the candidate's academic achievement
- i. Summary of degree thesis
- j. Certificate of language proficiency (TOEFL, TOEIC, Japanese Language Proficiency Test, and transcription of Japanese classes, if any)
- k. Copies of the passport pages including photo, name, date of birth, passport number and nationality
- l. Medical certificate (the specified form of Rikkyo University)

(*Note: the application documents must be typed or clearly written in either Japanese or English and printed. In case any documents are submitted in other languages, Japanese or English translation must be attached. When you print the documents, you must print on both sides of A4-sized (210 mm x 297 mm) papers)

(5) Notification of the selection result is expected to be announced in the end of April 2014

5. ADDITIONAL NOTES

(1) Payment of the scholarship is subject to cancellation in the following cases:

- Any false statement is found in the recipient's application documents.
- The recipient violates his/her pledge to the Minister of Education, Culture, Sports, Science and Technology.
- The recipient fails to complete his/her study within specified years due to poor academic records or is suspended from the university.
- The recipient receives disciplinary action from Rikkyo University or has no prospects for academic improvement.
- The recipient leaves Rikkyo University without completing the course or transfers to another university.
- The recipient's visa status is changed from "College Student" to any other status.
- The recipient receives another scholarship from his/her home government and/or any organizations other than Monbukagakusho.

(2) Payment of the scholarship will be on hold when the recipient extends the leave of absence from Rikkyo University.

(3) The applicants should not apply for any other scholarship such as the Japan Foundation Scholarship.

(4) The recipients of the scholarship shall be counted as part of the exchange balance.

6. CONTACT

If you have any other question about this application, please contact the staff listed below. **Our office will be closed between Saturday, December 21, 2013 and Sunday January 5, 2014 due to the winter recess. During this period, we cannot response your inquiry.**

Harumi Morizono (Ms.)
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NOTE: This English version of GUIDELINES FOR THE 2014 JAPANESE GOVERNMENT (MONBUKAGAKUSHO) SCHOLARSHIP is a translation of the official document, which is in Japanese. In case there should be any doubtful point in interpreting these guidelines, official Japanese document is prior to this English version.