

2017

*GUIDELINE FOR  
2017 ITO SCHOLARSHIP  
AWARDS*

*ITO FOUNDATION  
FOR  
INTERNATIONAL EDUCATION EXCHANGE*

## *About the Scholarship*

Number of Recipient----- 1

Duration of Scholarship----- Maximum of 2 years

### Award Amount

Outfit Allowance	¥250,000 (Deposited only once at the beginning of scholarship period)
Living Stipend	¥160,000 per month
Tuition	Actual amount (not exceeding ¥2,000,000 per year)
Travel Expenses	Actual amount (Paid not exceeding the limit for each fiscal year when visiting Japan and when returning to your home country after the scholarship period.)

## *Application Procedures*

### **E**ligibility for Application:

Applicants must meet the following criteria:

1. That they have been recommended by the affiliated universities.
2. That they have a nationality of the country in which the affiliated university locates, and also they intend to enter a university or an equivalent organization in Japan as regular or ※research students of a graduate school (a master's program) from Spring 2017 or Fall 2017. The field of research is not limited.
3. That their academic records and characters are excellent and that they need financial assistance.
4. That they are able to attend the orientation session after they arrive in Japan as scholarship recipients of the Foundation.

### Note:

1. Those who are already studying and conducting research in Japan at the time of application are not eligible to apply.
2. ※ Applicants who place a check mark in the box of Research student on the application form No.10 must be enrolled as a "kenkyusei" in a graduate program; research fellow "kenkyuin" is not allowed.
3. It is preferable that applicants can speak and read Japanese to some degree, but it is not mandatory.

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ethod of Application:

## Documents Required

1	Application Form (designated form)
2	Transcripts of Grade
3	Official Letter of Recommendation
4	Study Proposal (designated form)
5	Admission to Japanese University (if you have already been matriculated at the Japanese University)

Applicants should send the above documents to the affiliated university. For details, refer to the following clause.

1. **Application form** (A4 sized paper 4-1~4-4) .  
Fill in all required items on the applications.  
**Two ID photos** (size should be 2 inches by 1.5 inches) ---glue one photo to the application form. One's name should be written on the back of the second photo and attached to the application form with a paper clip.
2. **Transcript of grades**  
Submit official academic transcripts from all colleges and universities the applicant has attended, beginning with undergraduate education. Photocopies will not be accepted.
3. **One official letter of recommendation** from applicant's academic advisor at the affiliated university the applicant belongs to.
4. **A study proposal**, describing the following 7 items by using the designated form .
  - ① Abstract of your graduation thesis or the research subject you have mostly focused on at your university (you belong to) (300~500 words)
  - ② The theme and content of your research in the Japanese university
  - ③ How your research can contribute to society
  - ④ Significance to conduct the research at a graduate school in Japan
  - ⑤ The reason why you chose your first-choice Japanese university ( ②~⑤ in sum total 500~700 words)
  - ⑥ Your plan after completing a graduate study in Japan (50~200 words)
  - ⑦ What you would like to achieve as an ITO scholarship student (50~200 words)
5. **Admission to Japanese university** where the applicant will study (only for those who have obtained it). If the applicant has not been accepted yet at the time of application, make sure to fill in information regarding application deadlines on the application form.

### Note:

1. Do not bend the application form when you send to the Foundation.
2. Application forms and accompanying documentation shall not be returned to the applicants.

**Application Deadline:** 23<sup>RD</sup> SEPTEMBER 2016

### *Selection Process*

#### **M**ethod of Selection:

Recipients will be selected by the Foundation's selection committee on the basis of application materials and relevant documents.

#### **S**election of Recipient:

After the selection committee examines the application papers, the Chairperson of the Foundation will finalize the selection upon the consent of the board of trustees, on condition that the recipient shall complete the submission of the following documents and that he/she will arrive in Japan before the class of 2017 at the university the applicant goes to starts.

1. Written Pledge
2. Other certificates and documents the Foundation regards necessary

#### **N**otification of Selection:

Notification of selection shall be sent to the university you belong to in **March 2017**.

### *Additional Information*

#### **A**pplication to Japanese university:

We recommend that you should contact universities which you plan to apply for soon because Japanese universities tend to close their application period very early, and acquire the information on application deadline of each university and other necessary information to apply to them smoothly.

Registering at Japanese universities where scholarship recipients are admitted to, visa applications, and any housing arrangements they need to make are solely the responsibility of the recipients. Please note that the Foundation is involved in only the scholarship award.

#### **O**rientation:

Scholarship recipients will be provided with an orientation session to explain about necessary procedures. The Foundation will contact the recipients and decide on when to hold the orientation after the recipients' arrival date in Japan is fixed.

## **D**ocumentation Requirements during the Scholarship Period:

The recipients must submit the following documents during and at the end of the scholarship period:

1. Certificate of enrollment at the university (once every academic year)
2. Research report and its abstract (once every year)
3. Report on student life (once every half year)
4. Certificate of academic records (once every academic year)
5. Final report

### **Requirement of Reporting Changes:**

Scholarship recipients must notify the Foundation any of the following occur, prior to such occurrence.

1. Changing in name, address and/or other major items stated in the application form.
2. The recipient moves for an extended period of time from the residence stated in the document filed after coming to Japan.
3. The recipient leaves Japan for any period, long or short.
4. The recipient takes a leave of absence from, transfers from or leaves the university.
5. The recipient receives a notice of suspension from the school or other disciplinary action.

### **Suspension or Termination of Scholarship:**

In any of the following events, the Scholarship will be suspended or terminated:

1. Any falsehood has been discovered in the information provided in the application form and/or accompanying documents.
2. The recipient has repeatedly violated any of the provisions set forth by the Foundation and has not shown a conscientious effort to improve.
3. The recipient has taken a leave of absence from, transfers from or leaves the university.
4. The recipient has received a scholarship or other privileges from other institution(s) than this Foundation.
5. The recipient has been found to be unworthy of receiving a scholarship from the Foundation due to poor academic performance and/or general conduct.
6. The recipient has significantly harmed the Foundation's reputation.

### **Return of Scholarship:**

In the event of any of the items listed in the preceding section, or in the event of any of the following items, the recipient shall return all or part of the scholarship money that has been awarded:

1. The recipient has left Japan for his/her personal reasons. The amount to be returned will be the living allowance corresponding to the period of absence.
2. Other circumstances deemed reasonable for the return of scholarship.

### **Request from the Foundation:**

We strongly wish to create a long lasting relationship with our scholarship students after they have completed their scholarship periods. We will greatly appreciate your cooperation as advisers to future scholarship students.