

The purpose of this scholarship is to provide financial assistance to students who wish to study abroad as part of their educational program at Rikkyo University (programs listed in the list of programs eligible for the Rikkyo University Global Scholarship and the Rikkyo University “Alumni Association Scholarship for Study Abroad for Exceptional Students”, hereinafter, the “program”), but, for financial reasons, have difficulty paying for their participation in the program and academic fees during their study abroad, so that they are provided with opportunities in such programs.

List of eligible programs: Refer to the QR code on the right or SPIRIT
 (SPIRIT ▶ Academic Fees/Scholarships ▶ Scholarships
 ▶ Scholarships to support study abroad ▶ Rikkyo University Scholarship)



1. Eligibility to apply

Undergraduate and graduate students who meet all of the following conditions

- (1) Those who will participate in study abroad programs listed in the “List of Eligible Programs” for AY2024 (including those who are undecided or under consideration)
 - * In principle, the Rikkyo University Global Scholarship must be applied for in the academic year in which the start date of the study abroad programs the student will participate falls, and the scholarship will be awarded only one-time for any program. However, students who study in the "Double Degree Program (Victoria University)" (program number: 0124, 0125 and 0126) can apply for this scholarship every academic year during the study abroad period, and may receive the scholarship multiple times.
- (2) Those who fall under (1) above and need support in paying the program participation fee and academic fees while studying abroad due to financial reasons.
 - * Any full-time student, regardless of nationality or visa status, may apply for this scholarship.
 - * Those who are currently on a leave of absence may also apply for this scholarship. Scholarships may also be awarded during a leave of absence if the eligible program allows for the participation of students on leave of absence and the applicant meets the scholarship eligibility requirements.
 - * If the program allows them to participate, students who have completed more than the minimum required number of years of study (those who have repeated a year or years) may also apply for this scholarship.
 - * This scholarship does not have a restriction as to receiving other scholarships, but please be sure to check with other scholarships’ regulations since they may have restrictions as to receiving any other scholarships. If you wish to withdraw from the Rikkyo University Global Scholarship after being selected for another scholarship for which you are applying, please notify the Student Affairs Division immediately and submit a “withdrawal form”.

2. Scholarship amounts

Household finances categories are determined based on the “Program Categories” listed in the list of eligible programs and the “Household Finances Category” in the table below, and a lump-sum payment is made in the amount determined for each category.

*The calculation method of the income standard is described in 9, “Method of calculating household income”.

*Individual household finances standard evaluation or confirmation by telephone or other means will not be conducted prior to application. Based on the application documents, a household finances screening will be conducted and the applicant will be notified of his/her household finances category by mail.

Program category		A	B	C	D	E	F	G	H
Household finances standards < Amounts of less than 10,000 yen are rounded down. >									
Household finances category	Household income after combining parents' income *Figures in parentheses indicate the total amount of “salary/pension revenue” earned by parents in households with only salary/pension income.								
1	3,740,000 to 7,920,000 yen (revenue: 7,820,000 to 12,000,000 yen)	200,000	100,000	200,000	100,000	100,000	100,000	NA	NA
2	1,070,000 to 3,730,000 yen (revenue: 4,010,000 to 7,810,000 yen)	400,000	200,000	400,000	200,000		200,000	100,000	
3	10,000 to 1,060,000 yen (revenue: 2,690,000 to 4,000,000 yen)					200,000	300,000	200,000	100,000
4	0 yen (revenue: 2,680,000 yen or less)	600,000	300,000	600,000	300,000		400,000	300,000	200,000

3. Application period

1st round of application: from June 3 (Monday) to June 13 (Thursday), 2024 . *Must be postmarked by June 13.

2nd round of application: from November 6 (Wednesday) to November 14 (Thursday), 2024. *Must be postmarked by November 14.

*Applications may only be submitted once during the academic year. Applicants who will participate in the study abroad program for which scholarships will be awarded in September 2024 must apply in the **1st round of application**. Please check the list of eligible programs for the scholarship payment period.

4. Application method/ Submission address

Application method: Send documents by registered mail to the following address within the period indicated in 3.

Submission address: Global Scholarship Section, Student Affairs Office Student Affairs Division, Rikkyo University, 3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo 171-8501, Japan

Envelope: A4 vertical *Please enclose A4 paper without folding.

Precaution: (1) Applications with a postmark dated after the last day of the application period are not accepted for any reason.

(2) Applications are only accepted by mail.

* If the applicant is abroad during the application period, the applicant's application form should be converted into a PDF or other data format and sent to a family member in Japan, and the family member should print out the application form and send it by mail from Japan, complete with other application documents. Applications mailed from overseas will not be accepted.

5. Precautions for Application Documents

*** Full-time international students with “College Student” status of residence do not need to submit the Income Certificate in (2).**

* In principle, submitted documents will not be returned. If necessary, please make a copy of the application and keep it in a safe place before submitting the application. In addition to the documents listed below, additional documentation may be requested.

Documents to be submitted by all applicants	
(1) Application	<input type="checkbox"/> Write with a black ballpoint pen (not erasable). <input type="checkbox"/> If it is necessary to correct mistakes, please draw double crossed lines on the mistake, and rewrite on the blank space. (Use of correction fluid, etc. is not permitted)
(2) FY2024 Income Certificate for both Parents (Original) * The name of the document varies depending on the local government that issues it. (Certificate of income and taxation, certificate of tax exemption, etc.)	<input type="checkbox"/> Income Certificate for FY2024 (reflecting the income from January 1, 2023 to December 31, 2023) can be issued by the municipal office from the middle of May to the beginning of June 2024 . Confirm with the local government for the date of issuance. * If the applicant is not able to submit the Income Certificate by the application deadline, a Statement of Circumstances (free format, signature of the person providing the explanation required)” must be prepared and submitted with the other required documents by the end of the application period. Additional copies of the Income Certificate will be accepted only if the University determines that it can be sent in time for the application document verification period. <input type="checkbox"/> Proof of income for both parents (must be submitted even if unemployed or tax-exempt) . *In the case of single-mother or single-father families, prepare only for the person with whom they share the same livelihood. *Graduate students with permanent jobs must submit proof of their income. <input type="checkbox"/> Items with individual numbers (so-called My Number) on them cannot be accepted . <input type="checkbox"/> If an Income Certificate cannot be issued because the parents reside overseas, please submit the necessary documents after confirming the “Method of calculating household income” [Supplementary Information on Calculation Method] (4) in 9.
Documents required to be submitted by applicable persons only	
Copy of transfer account confirmation and bankbook	<input type="checkbox"/> <u>If you have not registered an account in your name with the University or if you change your registered account, be sure to submit it.</u> <input type="checkbox"/> Write with a black ballpoint pen (not erasable). <input type="checkbox"/> If it is necessary to correct mistakes, please draw double crossed lines on the mistake, and rewrite on the blank space. (Use of correction fluid, etc. is not permitted) <input type="checkbox"/> The account to be registered <u>shall be the account in the student's name only</u> . <input type="checkbox"/> Attach a copy of your bankbook as a separate sheet. (A4 paper, monochrome permitted) * In the case there is no physical bankbook, copy and print the part where “bank name, branch name, account name and account number” can be identified on the cash card or the screen of the Internet bankbook.
Documents verifying income that does not appear on the Income Certificate	<input type="checkbox"/> For the parents' Income Certificate, if the amount of income is not shown due to low revenue (“revenue amount” is shown as 0 yen, but there is no specific amount of “revenue” or the amount of revenue is omitted by **** or blank (“following, blank”), etc.), please submit the following (<u>not required if the parent(s) is unemployed</u>). In case of salary income: Certificate indicating 2023 income (statement of earnings, etc.) (photocopies acceptable) In case of other/business income 2023tax return (Page 1 and Page 2) (photocopies acceptable) * Submit the tax return with the receipt stamp of the tax office. In the case of electronic filing, the date, time, and number of receipt should be submitted.
Documents proving an income discrepancy with income certificate due to job change or retirement	<input type="checkbox"/> If there is a change of employment between January 2024 and the time of the application for this scholarship, and the current income situation deviates from the information on the Income Certificate, the applicant must submit the following documents in addition to the Income Certificate: (1) a <u>Statement of Circumstances</u> (must be signed in the handwriting of the person concerned (parents)), (free form); (2) <u>documents proving the change of employer or resignation</u> (such as a release form, certificate of eligibility for employment insurance <both sides>, certificate of business discontinuation, etc.); and (3) <u>a proof of current income status</u> (such as a certificate of expected annual income issued by the employer, the latest 3-month pay slips, certificate of eligibility for employment insurance <both sides>, etc.).

6. Period for Confirmation of Application Documents

< 1st Round > Mid-June to Early July < 2nd Round > Mid-November to Early December

*The University will check the application documents during the above period, and if the documents are incomplete or missing, the University will send a reminder by phone.

A dedicated cell phone may be used for this purpose.

* Please pay attention to incoming calls during this period, as applications will be canceled if incomplete or insufficient applications are not resolved within the confirmation period.

* If the applicant is abroad during the period of application document confirmation, please be aware that the University may contact you by e-mail to SPIRIT Gmail (student number@rikkyo.ac.jp) or call your guarantor who is registered with the University.

7. Date of dispatch of notification of household finances screening results

<1st Round> July 5, 2024 (Friday) <2nd Round> December 6, 2024 (Friday)

* All applicants will be notified by ordinary mail to the applicant's address on file with the University.

8. Date and method of payment

Payment will be made by bank transfer to the applicant's account on the payment date* indicated in the list of eligible programs. No offset will be made against the program fee. If you participate in more than one eligible program, we will determine and process the payment for each program.

9. Method of calculating household income

The “income equivalent of ‘salary/pension income’” and “other/business income” amounts, which are the basis for calculation, are calculated, and the sum of these amounts is used as the household income.

Explanation of the amount of the basis of calculation

- Income equivalent of “salary/pension income” Total “salary/pension income” payments of the parents minus the deductions listed in the table below.
- “Other/business income” amount: Total “business income,” “agricultural income,” and “real estate income” of the parents.

Calculation method of the basic amount of the calculation

(Method of calculation of the basic amount a)

With respect to the amount of “salary/pension income” payments shown on the parents' Income Certificates for FY2024, round down the amounts less than 10,000 yen each and then add them together (if the same person has multiple sources of income, add them up and then round down), and deduct the amount of deductions shown in the table below.

Amount of “salary/pension income” payment shown on Income Certificate	Deductions*
2,680,000 yen or less	Equal to the amount paid
More than 2,680,000 to 4,000,000 yen	Salary/pension income \times 0.2 + 2,140,000 yen
More than 4,000,000 to 7,810,000 yen	Salary/pension income \times 0.3 + 1,740,000 yen
More than 7,810,000 yen	4,080,000 yen

*The deduction amount is rounded off to the nearest ten thousand yen.

(Method of calculation of the basic amount b)

The amounts of “business income,” “agricultural income,” and “real estate income” stated in the parents' Income Certificates for FY2024 are rounded down to the nearest 10,000 yen each and then added together (if the same person has multiple incomes that fall under these categories, they are added together and then rounded down). Only positive income is used in the calculation, and negative income is treated as “0 yen”.

Supplementary information on calculation method

- (1) In the case of single-mother or single-father families, household income is calculated based on the income/earnings of only for the person with whom they share the same livelihood.
- (2) For graduate students, if the student himself/herself has a permanent job (full-time employment, including cases where the student lives outside his/her home and makes a living solely from his/her income if the student is employed in a non-permanent job), the student's own income will be considered. If the applicant does not have a permanent job, the income of the parents shall be considered. The income of the student's spouse is not considered.
- (3) Full-time international students with visa status of “College Student” (for both undergraduate and graduate students) will be screened as falling under the household finances category [2] <Household income 1,070,000-3,730,000 yen (revenue 4,010,000-7,810,000 yen) >.
- (4) If an Income Certificate cannot be issued because the parents reside overseas, the applicant must submit (1) a Statement of Circumstances (free form, signature of the person providing the explanation required), and (2) A certificate of annual income with an official seal issued by the employer stating the income status for 2023 (from January 1, 2023 to December 31, 2023).
 - (3) A Japanese translation of the annual income certificate (only if (2) is prepared in a language other than Japanese).

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10. In the event the study abroad programs is cancelled

If you decide to cancel your study abroad program before the program begins or while abroad (including returning home in the middle of the program), please consult with the department in charge of your study abroad program. If you decide to cancel your study abroad program (including returning home in the middle of the program) after receiving the stipend, you may be asked to return your scholarship money. If you do not participate in (or do not apply for) a study abroad program, you will not receive a scholarship and are not required to notify us in that case. Under no circumstances will the fees incurred in applying for this scholarship be refundable.

11. In the event of a change in the format of the study abroad program

This scholarship is intended for study abroad programs that involve overseas travel.

This scholarship will not be provided in the event that the study abroad program, which was originally planned to involve travel, is changed to a program that does not involve overseas travel due to COVID-19 or other factors.

Please check with the department in charge of your study abroad program regarding any changes in the form of implementation of the study abroad program.

< Contact for Inquiries >

Student Affairs Division, Student Affairs Office, Rikkyo University (03-3985-2441)

Monday - Friday 9: 00 - 17: 00 Sat 9: 00 - 12: 30

End