

Application Guidelines for Rikkyo University GLAP Academic Merit Scholarship and Masanao Naito Scholarship AY 2024

The Rikkyo University Global Liberal Arts Program Academic Merit Scholarship (hereinafter referred to as GLAP Academic Merit Scholarship) and Masanao Naito Scholarship provide 200,000 yen per year to students enrolled in the Global Liberal Arts Program (hereinafter referred to as GLAP) with excellent academic motivation and character to encourage them to pursue their studies.

* Provided through a donation bequeathed to Rikkyo University by the relatives of the late Masanao Naito, an alumnus of the university, the Rikkyo University Masanao Naito Scholarship is a scholarship to encourage undergraduate students of Rikkyo University to pursue their studies.

Eligibility to apply for both scholarships is the same, and applications and screening are conducted simultaneously. The GLAP Academic Merit Scholarship provides 200,000 yen per year to recipients, and the Masanao Naito Scholarship provides 500,000 yen per year to the top student. (Applicants cannot designate which scholarship they are applying for).

Eligibility to apply Students who meet all the following requirements are eligible to apply:

- ① Have been enrolled in GLAP for 3-8 semesters as of AY 2024 fall semester (See Attachment ① “GLAP Academic Merit Scholarship and Masanao Naito Scholarship—Approach Toward Semesters Enrolled” for details).
- ② Have applied for these scholarships no more than two times in the past (can only apply up to three times, including this time).
- ③ Have total GPA of 2.7 on their official transcript as of the AY 2024 fall semester.

Application Notes:

- i Students on leave of absence during the application period and students who plan to take a leave of absence for the AY 2024 fall semester may not apply.
- ii Applicants should adhere to the matters set forth in Attachment ② "GLAP Academic Merit Scholarship and Masanao Naito Scholarship—Approach Toward Semesters Enrolled," such as submitting reports.
- iii Scholarship recipients must attend the scholarship award ceremony hosted by the university on December 7 (Saturday). Recipients who find it difficult to attend the ceremony due to unavoidable reasons such as injury or illness or study abroad should notify the university after recipients are announced.
- iv Students who have received or applied for other scholarships should check the conditions on receiving multiple scholarships themselves. International students should check with the International Office if they do not know the conditions on receiving multiple scholarships. Japanese government (Monbukagakusho: MEXT) Scholarship Students receiving a scholarship from the Japanese government (the Ministry of Education, Culture, Sports, Science and Technology) cannot apply.
- v Students who have taken a leave of absence in the past and want to check if they are eligible to apply should contact the Scholarship Window.

Scholarship amount and number of recipients

GLAP Academic Merit Scholarship: annual amount of 200,000 yen (grant-type scholarship); provided to up to 2 students of each year

Masanao Naito Scholarship: annual amount of 500,000 yen (scholarship); 1 student

Documents to submit Attach items (1), (2), and (3) *¹ together using a paperclip and then submit to the window or mail*² by the submission deadline.

*¹ Only applicable applicants need to submit item (3) *² Only students studying abroad through a Rikkyo University study abroad program during the application period can submit the application by email.

◎ If submitting multiple pages, applicants should write their name and student ID number in the upper right corner of each page starting with the second page. (It is not necessary to staple the pages together.)

(1) Application for Rikkyo University Academic Merit Scholarship and Masanao Naito Scholarship

- Fill out the application using a black ballpoint pen (do not use erasable ballpoint pen).
- To make corrections, draw two parallel horizontal lines to cross out the mistake and write the correct information in the blank space (do not use correction liquid or correction tape).

(2) Summary of Grade and Credits earned through AY 2024 spring semester

(Output from the Grades Reference System (<https://r.rikkyo.ac.jp/>))

(3) Transfer account confirmation and copy of bankbook (only applicants who are newly registering bank accounts or changing bank accounts need to submit this.)

* Students who have not registered a bank account in their own name with the university or who want to change their registered account should submit the bank transfer confirmation and a copy of the page in their bankbook with "financial institution name," "branch name," "account number," and "account name." (In the case of bankbook-less accounts, a copy of the cash card or a printout of the WEB bankbook screen can be used.) The bank account information of students who are not selected for a scholarship will not be registered or changed.

Application Period September 20 (Friday), 2024 - October 4 (Friday), 2024

Submit the application to the window when it is open. If mailing the application, the application must be postmarked by the day of the deadline.

Only students studying abroad through a Rikkyo University study abroad program during the application period:

The email must be received by **17:00, October 4, 2024 (Japan time)**

If submitting to window:

Ikebukuro Campus Building 5 (1st floor) Scholarship Window, Student Affairs Office, Student Affairs Division
Niiza Campus Building 7 (2nd floor) Scholarship Window, Student Affairs Office, Student Affairs Division

If submitting by mail:

Mail to the following address using a method that leaves a record, such as simplified registration mail.

- Applications postmarked on October 5 (Saturday) or after will not be accepted.

Where to mail:

Academic Merit Scholarship Staff, Student Affairs Office, Student Affairs Division, Rikkyo University, 3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo 171-8501

*Students studying abroad on a study abroad program during the application period should email their applications:

Each application document should be converted to PDF format and then attached to the email sent as follows.

Address: scholarship@rikkyo.ac.jp

Subject: Academic Merit Scholarship and Masanao Naito Scholarship Application

Email body: The email should include the applicant's name, student ID number, and that they are submitting the application by email because they are studying abroad.

Screening method Document screening

- * Submitted documents are screened, and then the recipients are selected.
- * For the Masanao Naito Scholarship, candidate recipients are selected based on document screening, and then the recipient is selected based on interview. Applicants selected to be interviewed will be notified by Administrative Office separately regarding the time and date of the interview.

Announcement of recipients November 21 (Thursday), 2024

- The student ID numbers of the recipients will be posted on the scholarship bulletin board at the Ikebukuro campus.
- Recipients will be notified via their SPIRIT Gmail address (student ID number@rikkyo.ac.jp) by 17:00 on the day of the announcement. Please be sure to check that email.

Award ceremony 13:30–15:00, December 7 (Saturday), 2024

Venue: Tachikawa Memorial Hall (3F), Ikebukuro Campus

- Scholarship recipients of the scholarships must attend. (Students who find it difficult to attend the ceremony for reasons such as injury or illness or study abroad should notify the university after recipients are announced.)

Scholarship payment date December 23 (Monday), 2024

Notes:

- Applicants may be called after submitting their application to confirm details. Applicants should take care to answer calls from the university from the following phone numbers during the application period: 03-3985-XXXX or 048-471-XXXX).
- Only students currently studying abroad on a study abroad program during the application period can submit their application by email. Applications may not be submitted by email for other reasons.
- The name and year of recipients and their college may be posted on bulletin boards, in the school paper, on the website, or other media to publicize the scholarship system.

Scholarship staff, Student Affairs Office, Student Affairs Division Tel: 03-3985-2443

The information included in the application documents will be used for scholarship-related operations, not for any other purpose.

Attachment ① GLAP Academic Merit Scholarship and Masanao Naito Scholarship Details

(1) Selection criteria

① Academic performance

If the GPAs are the same, priority is given in the following order:

1. Students with the largest number of total earned credits
2. Students with the highest percentage of S and A for all courses.

② Content and concreteness of study plan

③ Character and motivation to learn

④ Consideration is not given to financial situation and acceptance of other scholarships.

* In general, selection is made based solely on document screening. When necessary, however, interviews are conducted.

(2) After-the-fact report

About 1 page, A4 size (write horizontally, no specific format, either English or Japanese). Describe the use of the scholarship and results.

**Attachment ② GLAP Academic Merit Scholarship and Masanao Naito Scholarship
—Approach Toward Semesters Enrolled**

The spring semester and fall semester are each counted as one semester, and two semesters are counted as one year. The equivalent student year is determined by the number of semesters enrolled at the university. Students who have taken a leave of absence should be careful about the equivalent year.

- ① **Students can apply up to three times.**
- ② For students who have been enrolled for one semester (spring semester or fall semester), the number of semesters is set to 1.
- ③ Students can apply only once for any particular year.

Current 3rd or 4th semester (equivalent to 2nd year)	Eligible to apply (1st time)
Current 5th or 6th semester (equivalent to 3rd year)	Eligible to apply (2nd time)
Current 7th or 8th semester (equivalent to 4th year)	Eligible to apply (3rd time)

Eligibility to apply example: Enrolled in AY 2021 and no leaves of absence

	Spring semester	Fall semester
AY 2021	Enrolled (1st semester)	Enrolled (2nd semester)
AY 2022	Enrolled (3rd semester)	Enrolled (4th semester)
AY 2023	Enrolled (5th semester)	Enrolled (6th semester)
AY 2024	Enrolled (7th semester)	Enrolled (8th semester)

⇒ **For the AY 2021 fall semester, not eligible because it is 2nd semester.**

For the AY 2022 fall semester, eligible as equivalent to 2nd year because it is 4th semester. (1st time applying)

For the AY 2023 fall semester, eligible as equivalent to 3rd year because it is 6th semester. (2nd time applying)

For the AY 2024 fall semester, eligible as equivalent to 4th year because it is 8th semester. (3rd time applying)

Eligibility to apply example: Enrolled AY 2021 with leave of absence

	Spring semester	Fall semester
AY 2021	Enrolled (1st semester)	Enrolled (2nd semester)
AY 2022	Leave of absence	Enrolled (3rd semester)
AY 2023	Leave of absence	Enrolled (4th semester)
AY 2024	Enrolled (5th semester)	Leave of absence
AY 2025	Leave of absence	Enrolled (6th semester)
AY 2026	Enrolled (7th semester)	Enrolled (8th semester)

⇒ **For the AY 2021 fall semester, not eligible because it is 2nd semester.**

Can only apply in either the AY 2022 fall semester or AY 2023 spring semester because it is the same year (equivalent to 2nd year).(1st time applying)

For AY 2024 fall semester, not eligible because taking leave of absence.

For AY 2025 fall semester, eligible as equivalent to 3rd year because enrolled for 6th semester. (2nd time applying)

For AY 2026 fall semester, eligible as equivalent to 4th year because enrolled for 8th semester. (3rd time applying)

*** Inquiries regarding eligibility to apply should be made to the Scholarship Window**