

*GUIDELINE FOR  
2024 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 of the airfare for coming to Japan and returning to your home country. (Paid within the limit of the travel expenses calculated in each fiscal year)

## Application Procedures

### Eligibility 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 2024 or Fall 2024. The research student must stay and conduct his/her research for at least one year in Japan. 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, conducting research and working 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. If it's found that applicants enrolled as neither regular nor research students, their rights of scholarship might be lost.
3. It is preferable that applicants can speak and read Japanese to some degree, but it is not mandatory.
4. The master course (research) in Japanese graduate school that is remotely controlled that means it is unnecessary the students to come to Japan, is inapplicable to the ITO scholarship.

# Method of Application:

## Documents Required

1	Application Form (designated form 4-1~4-4)
2	Transcripts of Grade
3	Official Letter of Recommendation
4	Study Proposal (designated form S3-1, S3-2-1, S3-2-2, and S3-3)
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 or letter 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** written by the applicant's academic advisor at the affiliated university.
4. **A study proposal**, describing the following 7 items by using the designated form S3-1, S3-2-1, S3-2-2 and S3-3.
  - ① Abstract of your graduation thesis or the research subject you have mostly focused on at the university you belong. (300~500 words)
  - ② The theme and content of your research at the university in Japan
  - ③ How your research can contribute to society
  - ④ Significance to the conduct your research at the 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 the 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:** NOVEMBER 10, 2023

*Selection Process*

**M**ethod of Selection:

A scholarship recipient is 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 2024 at the graduate school goes to start.

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 2024**.

*Additional Information*

**A**pplication to Japanese university:

Please contact Japanese graduate school to get necessary information for the enrollment. You would take sole responsibility for all arrangements of the entering to a university including the VISA application and the accommodations in Japan.

**O**rientation:

A scholarship recipient is requested to participate in an orientation session before the class starts and the date of the orientation would be arranged based on your arrival date in Japan.

## **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.