

SCHOLAR- SHIP GUIDE BOOK



KYUSHU UNIVERSITY

Introduction of SCIKyu

SCIKyu (the Student Committee for the Internationalization of Kyushu University) is an official committee which was initiated in 2011 by Kyushu University, comprising of Japanese students, international students and several teaching staff whose aim is to help foster the internationalization drive of Kyushu University from various perspectives. This scholarships guide book is a part of efforts of SCIKyu cooperated by the International Student Exchange Division. We hope this guidebook will help many international students in Kyushu University to seek financial stability in pursuing their studies.

Contact us at scikyu.official@gmail.com or visit our website and Facebook page at www.scikyu.com and www.facebook.com/SCIKyu.

about us

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DIFFERENT TYPES OF SCHOLARSHIPS

Government Scholarships

Two types of government scholarships available: MEXT, JASSO.

MEXT

Prospective Students

3 different ways to apply for MEXT scholarship.

Recommendation from Japanese embassy in home country of applicant (apply to Japanese embassy).

Recommendation from Japanese university that the applicant has decided to enroll in (indicate in university application).

Current Students

Domestic selection: nomination by the university the applicant is currently enrolled in

Benefits

Monthly allowance starting from around ¥110,000 to about ¥145,000 depending on course level and area of study.

	Category	Application period	Arrival in Japan (scholarship payment start-up)
Embassy	Research Students	Mar.	April or October of following year
	Undergraduate Students		April of following year
	Japanese Studies Students	Jan.-Feb.	September or October of same year
University Recommendation	Japanese Studies Students		
	Research Students	Nov.-Dec.	October of following year
Domestic Selection	Research Students	Oct.-Nov.	April of following year

JASSO

Nomination and recommendation screening conducted through the university in Japan in which the (prospective) students belong to. This applies to both Monbukagakusho Honors Scholarships for Privately Financed International Students as well as the Student Exchange Support Program * (indicate in university application *).

* The Student Exchange Support program refers to the short-term student exchange programs

* Because application period is through academic institutions, the recruiting period would be whenever the institutions are conducting the screenings

University Scholarships

■ Graduate/ Undergraduate Students

Scholarships for Master and Doctor course students are available in each faculty website. More information of the above financial aid can be accessed through the Student Support Office, Student Support Division.

Private Foundation Scholarships

Provided by private companies or organizations, this financial aid for international students reflects the goals and characteristics of the grantor. Depending on each private foundation, the conditions and requirements vary. Please check the link "Bulletin of Scholarships for International Students" in the last page.

DIFFERENCES

1. Application methods: apply through the university or directly to the foundation.
2. Additional documents: transcripts, recommendation letters, essays.
3. Additional interview screenings.
4. Participation in sponsored events, gatherings, meetings, etc.

KEY TIPS

1. Check your eligibility.
2. Check in with the scholarship office regularly.
3. Take your time when choosing which scholarship to apply for; **only one application will be considered at a time.**

BEFORE YOU APPLY: CHECKLIST

☐ Application Method

Through the School

Directly

☐☐

☐ Type of Course

undergraduate

masters

doctors

☐☐☐

research

exchange

students

☐☐

☐ Due Date

☐ Age Requirement

☐ Nationality

☐ Place of Residence

☐ Visa Status

☐ Major/Subject of Research

☐ Multiple benefits

☐ Additional Requirement

Certificate of Enrollment

Transcript

Recommendation Letter

☐☐☐

*Note that this list may not apply to all scholarship applications, and may be subject to change

Before writing the application form

Supplies

- Black pen * to make sure not to use an erasable pen
- 3x4 cm Photo ID *1
- A4 File or envelope
- Name stamp * only applied to countries that use stamps.
Ex. China, Korea.

Rules for writing Japanese documents

0. When filling the application by handwriting, make sure to make it legible and check for any mistakes.

1. Write your last name and first name in order shown in ID card unless indicated on the application form. In that case fill in according to following;
氏→ **last name**, 名→ **first name**.

2. Note that all English names should be written in capital letters. However, follow the rules written on the application form or guideline if indicated.

3. For the name reading, write **hiragana** when “ふりがな” is indicated, and write **katakana** for “フリガナ”.

4. List schools attended in order from the oldest to the most recent.

5. Be careful with the date that is indicated. The Japanese date system follows the Year/Month/Date format. Some forms may indicate the Gregorian year (西暦), while some may indicate the Japanese emperor year.

6. Most scholarships will only accept documents in English or Japanese. If your documents are written in any other languages refer to the link in the last page for available translators in Japan.*Kyushu University related documents can be issued in both English and Japanese.

7. If there are any mistakes on the application, you should rewrite on a new application form. Try not to make any mistakes.

*1 Write your name on the back of the photo in case the photo falls off the application

SAMPLE APPLICATION

公益財団法人〇〇奨学会

Area of subject (major/research subject)	受験専門科目	系	記入
	<p>※「受験専門科目」は、「医学・薬学系」、「バイオ学系」、「理工学系」、「記入上の注意事項」</p> <p>1. 必ず本人が、黒インク又は黒ボールペンで記入して下さい。</p> <p>2. 記載事項に事実と相違する事がある場合は、奨学生としての</p> <p>3. 年号は、西暦で記入して下さい。</p> <p>4. Eメールアドレスは明確にご記入下さい。(ハイフン、アン</p>		
Phonetic Name	フリガナ	キュウダイ ハナコ	
Name	氏 名	九大 花子	
Course type (Bachelors or Masters)	資格・生年月日	B 4 ・M 2	19〇〇年 〇月
Phonetic reading of current address	フリガナ	フクオカケン フクオカシ 〇〇ク 〇チョウ	
Current address (in Japan)		〒(〇〇〇-〇〇〇〇) 福岡 都 道 府	
	現住所	福岡市 〇〇区 〇丁目 〇〇〇 〇	
Home/Dorm/Boarding House TEL		自宅・寮・下宿 TEL	
Email (PC)		e-mail: (PC)※必須	
		〒(〇〇〇-〇〇〇〇)	
	研究室住所	福岡県福岡市 〇区 〇〇〇〇	
		e-mail:	
Academic background		高校・大学・大学院	学部・学科・
Name of high school		〇〇高等学校	
Name of university and faculty	学 歴	九州大学 工学部	
Name of laboratory		九州大学大学院 工学研究院	
Expected school of graduate studies or name of laboratory advisor	進学予定大学院 及び指導教授	九州 大学大学院	工
		指導教授:	〇〇
Research theme or thesis		テーマ: CFRP に関する研究	
	研究テーマ	(学部-指導教官:	〇
Research theme or thesis	及び指導教授	テーマ: 風レンズ風車の発電量及び空気抵	
		(修士-指導教官:	〇
Your home address and telephone (if you live away from home)	父兄住所 (同居は不要)	〒()	
Your relationship with your family members	続柄	氏 名	生年月日
Name of your family members	父	九大 一郎	1960年 3月 3日
	母	九大 年子	1970年 4月 5日
Language ability (list the languages you can speak) Level of reading comprehension Level of speaking / Level of writing	自己評価	語学 読解力 作文力 会話力 自分	いつ
		英 語 A B C A B C A B C	いつ
		語 A B C A B C A B C	いつも
Name of language proficiency test (If requirement not already given)	TOEIC	点(年 月)	
	クラブ・サークル歴		
	テニス部 (3年間)		

〇〇〇〇奨学生志願者調書

日	201〇年 〇月 〇日	受験番号	
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「工学系」、「情報学系」のいずれかを記入のこと。※「受験番号」は記入不要。

採用を取り消すことがあります。

ダーバー、数字の0（ゼロ）、アルファベットのo（オー）等

〇日(満 〇〇歳)	写真貼付 縦 4cm 横 3cm
メ 〇〇〇 〇〇〇ゴウシツ	
〇〇号室	
携帯 (携帯)	

TEL	内線
-----	----

専攻	入学 卒業 修了予定月日
	20〇〇年 4月入学～20〇〇年 3月卒業
	20〇〇年 4月入学～20〇〇年 3月卒業
	20〇〇年4月～ 20〇〇年 3月 修了予定

学 研究科	流体力学 専攻
〇〇 教授	

〇 〇〇 教授	准教授
---------	-----

抗への影響	
〇 〇〇 教授	准教授

TEL ()		
続柄	氏 名	生年月日
兄	九大 年郎	1992 年 2 月 28 日
		年 月 日

の性格行動の特徴

も明るく、思いやりがあり周囲のことに気をつかえる性格。
クラスの中心的人物である。

Test score and date taken
Name of clubs or circles (number of yea

Date of application YYYY/MM/DD

Date of birth YYYY/MM/DD and age

Photo ID

Cellphone number

Email (cell phone)

Laboratory address including email,
telephone number and extension numbe

Period of enrollment based on entrance
and graduation

Name of Faculty

Name of Major

Name of research or laboratory advisor
(professor) during undergraduate degree

Name of associate advisor (professor)

Name of laboratory advisor (professor)
during master's degree

Name of associate advisor (professor)

Date of birth of your family members

Brief summary of your personality

Test score and date taken

Name of clubs or circles (number of yea

Certificate of Enrollment/ Transcripts

Certified Copies of Degree Certificates

Can be obtained at the student section
of each department

Short Essays

In addition to essays for the application, some scholarships may require submission of the full research report.

Some possible questions:

1. Write a summary of your current research topic.
2. Describe your aspirations as a future researcher, or any life plans after graduating.
3. Reason for applying for the scholarship.
4. What you can do to contribute to Japan.
5. What you can do to contribute to your home country.

*note that some applications may require applicant to write the short essays by **handwriting**.

Number of published papers (Domestic or International) ①

Number of conference presentations (Domestic or International) ②

Number of patents (Domestic or International) ③

Name of current scholarship (if applicable)

Name of expected scholarship (if applicable)

Name of any pending scholarship applications (if applicable)

Amount of (expected) grant or scholarship (if applicable)

氏 名	九大 花子		記入年月日	201〇 年 〇月 〇日		
現在の研究活動の概要：（2次面接用にA4版サイズで2～3枚のシート（文字サイズは11ポイント以上）に研究活動をまとめて1部添付して下さい）						
Outline of the your current research 現在、私は多脚支持構造による風レンズ風車の発電量及び空気抵抗への影響について研究を行っています。風レンズ風車とは、九州大学で生まれた画期的な次世代小型風力発電機で、どこにでも設置できるコンパクト高効率な次世代都市型小型風車です。特殊なダクトを取り付けることで従来型の風力発電機よりも多くの電力を産むことができる風車です。レンズ風車は、発電効率が従来のものと比較して高い代わりに、ダクト部の風荷重が大きく、大型化に際しては新たな支持方式を考える必要があります。そこで、本研究ではレンズ風車の大型化を目指し、新たな支持方式として多脚支持方式を提案しました。そして、私が行っていることは、多脚支持構造がレンズ風車の発電量および耐風特性に与える影響を風洞実験と数値計算を用いて評価することです。						
論文投稿件数 ①		学会発表件数 ②		特許申請件数 ③		
国内一 件	海外一 件	国内一 件	海外一 件	国内一 件	海外一 件	
研究技術者としての将来の抱負及び修士又は博士終了後の人生設計 Future aspirations as a researcher or life plans after completing master's or doctor's course 私は、研究技術者として将来、風レンズ風車のような再生可能エネルギーに関する独自の新技術を提案したいと思っています。再生可能エネルギーは、昔から議論され、ある程度の結論がでたと言われることがありますが、私はまだまだ再生可能エネルギーの可能性は大いにあると思っています。それを生かすも殺すも、これからの研究者にかかっていると感じています。独自の新技術を生み出すためにも今は、この風レンズ風車についてしっかり研究を行い、将来の自分に投資したいと思います。また、修士を終えたあとは、研究者になるべく博士過程に進学する予定です。博士課程終了後は、どこかの大学に残り再生可能エネルギー分野で新技術を開発するために日々尽力したいと思っています。						
〇〇〇〇奨学金を必要とする理由 Short essay explaining why the scholarship is needed 私が今回、〇〇〇〇奨学金に応募させていただいた理由は、今もらっているお金では生活するのに十分ではないからです。現在、私には大学に通っている妹がおり、両親にとっては教育費をやりくりするのに一生懸命です。両親の負担を軽くしたいという思うで応募させていただきました。また、私の暮らしは、研究室に朝九時に行き、夜八時に帰宅するという生活をしています。当然、アルバイトをする時間ありませんし、もしたとしても研究どころではなくなりなぜ大学に行っているのかわからなくなってしまうでしょう。帝人久村奨学金をもらえるようになれば、もう少し余裕のある生活が送れると思っています。是非ともよろしく願いいたします。						
現在受給している奨学金	団体名：			奨学金額（月額）：		
受給予定の奨学金	団体名：			奨学金額（月額）：		
受給申請中もしくは、申請予定の奨学金	団体名：			奨学金額（月額）：		

RECOMMENDATION LETTERS

Most scholarship organizations will receive recommendation letters in English and Japanese. However, not all professors may be able to speak in English. Here is brief example of what your conversation or email requesting recommendation letters might look like.

Sample E-mail

(Name of Professor)先生

こんにちは。

私は、(Course Name)コース(Name of Faculty)学部(Name of Department)学科(Grade)年の(Your Name)と申します。

突然申し訳ないのですが、現在私は奨学金に応募しようと考えています。

その際に、教員きょういんからの推薦状すいせんじょうが必要ひつようになります。

書類を提出する際、先生に推薦書を書いていただきたいと思います。と存じます。

ご多忙中お^{たぼうちゅう}手^{てすう}数^{いた}をおかけ^{なにとぞよろ}致しますが、何卒宜しくお^{ねが}願^{もう}い^{あげ}申^{まう}上^あします。

本来、お伺いして、直接お願いすべきところ、大変失礼かとは存じましたが、メールにての連絡をどうぞ御救下さい。

推薦書の詳細に関して、お話ししたいことがありますので、先生に直接お会いしたいと考えています。

ご多忙たぼうのこととは思いますが、お時間おものある日時じかんを教にちじえていただけませんか。おし

どうぞよろしくお願ひ致します。

(Signature)

* * * * *

(Your Name)

九州大学 (Faculty Name) 府 (Name of Department/Major) 専攻

(Name of Laboratory)^{けんきゅうしつ}研究室 (^{がくぶ}学部・^{しゅうし}修士・^{はかせ}博士 Grade)^{ねん}年

(Address of Laboratory)

Tel (代表): (Laboratory phone number) (内線: (Extension Number if applicable))

Tel (個人): (Personal phone number)

Fax (代表): (Laboratory fax number)

Mail : (Your Email address)

English Translation

Professor (Name),

My name is (Name) in my ____ grade of the ____ Course in the Faculty of _____ ,
Department of _____.

Excuse me for the abrupt notification. I am currently in the process of applying for a scholarship and I am trying to gather a few recommendation letters. I am writing to ask if you are willing to write a recommendation letter for me. I will provide the necessary documents.

I know that you are busy, but I would appreciate it very much.

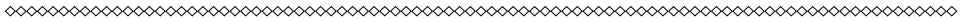
I should have visited you in person for this request. Please excuse me for contacting you via email.

I would like to meet with you at your convenience to discuss further details regarding the recommendation. I would appreciate if you could tell me the date and time that you could be available.

Thank you very much,

(Name)


(Signature)




Notice

Note that the email is written in all formal Japanese. ■

Watch for special procedures regarding recommendation letters such as writing on forms provided by the organization, whether or not the letters must be sent directly to the foundation, or with the rest of the other application documents. ■

In case letters need to be sent directly from the professor to the guarantor, make sure to provide the professor with the application forms and a stamped envelope. 

If you travelled to another city for the interview, it is best that you bring a gift as “omiyage” to the professor who recommended you. 

Keep in mind that you must inform and thank all your recommenders whether or not you were selected as a grantee. Even if you were not selected, they are always more than open to give you advice and follow you up on future opportunities. ■

INTERVIEWS: PREPARATION TIPS

Attire

Must be formal, and in season. Ironed dress shirt with a dress jacket, and dress pants or skirts accordingly. Shoes must be close-toed.

Hair Faux Pas

Hair straight from bed is a total faux pas. To leave a nice impression, you must shave your mustache and beard. Your hairstyle does not have to be necessarily short, but must be neat and out of the way.

A Suit is a Must!

It is necessary to wear a suit during an interview. A black, navy or gray suit with an ironed white shirt and tie is preferable. Trim your nails, and you will look even more tidy.

No Bag, Look like a Shag

Documents such as resumes, certificates, applications should be kept in a bag. Writing utensils such as pen and paper (a schedule book is preferable) should be brought. A business bag that fits A4 size paper would be best.

Finish off with Clean Footwear

Finish your look with a pair of formal shoes whose color matches your suit. Showing your skin in places other than face and hands are impolite, so be sure to wear a pair of dark colored socks that covers your ankles when you are sitting down.



Time

Make sure you arrive at least **15** minutes before the designated time.



Neat and Tidy

Keep your make-up as natural as possible to match with the office atmosphere. Make sure to keep your hair away from your face. If you have long hair, tie it back to leave a neater impression.

Make-up/nails/hair

Should be as natural as possible.

Simple Dark Suit

Wear a non-pop colored dark suit.

Go Frugal with the Accessories

Stay away from strong perfumes and showy accessories. Nail art and long nails are not acceptable in the Japanese office.

Pay Attention to Footwear

Visible bare skin aside from your face and hands are unacceptable. Wear stocking with a pair of dark simple pumps that cover your toes.

DURING THE INTERVIEW

- Make sure you arrive at least **15** minutes before the elapsed time.
- When you are called for the interview, if they do not usher you and open the door for you, knock on the door **twice**, until they tell you to come in from the inside.
- Once you go in, say your greetings and make sure to close the door quietly behind you.
- Do not sit until you are told to do so. They will designate where you will sit.
- Say 「失礼いたします」 before you sit down after bowing slightly.
- Do not lean back or crouch; sit up straight.





- If you are a male, ball your fists and place them on the knees palm facing down.



- If you are a female, place your right hand on top of the other hand and place them on your lap.



- When the interview is over, say your thanks, stand up and tuck the chair in.

- Before you go out of the room, bow slightly, and make sure you close the door quietly as you leave the room.
 - Now take a sigh of relief.
-

TERMS TO KNOW

Documents and Applications

願書 /gansho/	application
推薦書 /suisensho/	recommendation letter
学歴 /gakureki/	academic background
応募資格 /ouboshikaku/	applicant eligibility
採用人数 /saiyou ninzu/	number of applicants recruited
採用基準 /saiyou kijyun/	recruit basis or focus
選考方法 /senkou houhou/	screening methods
提出 /teishutsu/	submit (documents)
書類 /shorui/	documents
締め切り /shimekiri/	deadline
合否 /gouhi/	final decision
問い合わせ /toi awase/	contact for questions
原本 /genpon/	original document
小論文 /shouronbun/	short essay
手書き /tegaki/	handwritten
国籍 /kokuseki/	nationality

Writing emails

いつもお世話になっております。	Japanese Greetings
... と申します。	My name is....
よろしくお願いいたします。	Phrase used when requesting a favor

Conducting Interviews

動機 /douki/	application motive
活動 /katsudou/	activities
面接 /mensetsu/	interview
研究内容 /kenkyu naiyou/	research contents

If you want to know more information, please check these websites.



Bulletin of Scholarships
for International
Students



Types of Japanese
Government
Scholarships



Information on MEXT
Scholarship



Requesting
Recommendation
Letters in Person



Resume Photo



Reference of Official
Translators

GOAL

