

# 【直接応募 Direct Application】

奨学金等名称 Name of Foundation (or Name of Scholarship)			
大塚敏美育英奨学財団 Otsuka Toshimi Foundation			
採用数 Offer	募集人数(全体) Number of Openings (total)	本学よりの採用実績(前年度) Number of Grantees at Chiba Univ. (previous year)	
	90名程度	情報なし	
所属 Department	学部学生 Undergraduate Students 大学院生 Graduate Students		
国籍 Nationality	不問 Unmentioned		
主な応募資格等 Some of Eligibility Requirements	<p>※応募、書類選考、面接、認定式の時点で日本国外にいる人は選考対象外です。 *Those who are outside Japan at the time of application, document screening, interview, or certification ceremony are not eligible for selection.</p> <p>・2024年4月1日時点で満38歳以下の私費留学生 An applicant must be 38 years old or younger as of April 1, 2024</p> <p>・日本国内の大学または大学院の正規課程に在学し、人の健康に深く関連する分野を研究する者。 (医学・薬学・生物学・栄養学・体育学・工学・経営学等の分野)。工学については医学・薬学に深く関連する分野に限る。 Undergraduate students (3rd year and 4th year) and Master's program students and doctoral program students who specialize in medicine, pharmacy, biology, nutritional science, physical education, engineering and business administration.</p> <p>・学部生1年、2年生は応募不可。3年生以上の学部生についても、成績が極めて優秀な場合(すべて優/Aなど)を除き、応募不可 Students in the first and second years of undergraduate degree programs are not eligible to apply. Third- and higher-year undergraduate students are neither eligible to apply, except for those with particularly excellent academic records, such as those with straight A's.</p> <p>・独自性のある研究、革新的な研究に携わっている者 International student who are studying the uniqueness research or innovative research.</p> <p>・新規申請者: 過去に当財団からの奨学金を受給していない者 New applicants only.</p>		
		支給金額 Amount	
助成対象期間	1年間 1 academic year	年額200万円、年額150万円または100万円 (併給の場合は年額50万円) 2,000,000yen/year, 1,500,000yen/year or 1,000,000yen/year (if you have other scholarships, 500,000yen/year)	
	始 From		2024年4月
	至 To		2025年3月
受付期間 Application(yyyy/mm/dd)			
Web提出: 2024/3/7~2024/4/22 17時 郵送: 2024/4/1~2024/4/25 15時(事務局必着) ※継続者は応募締切日が異なるので、HPを要確認			
問い合わせ先・書類提出 Contact / Offices to Submit Your Application	希望者は、財団のホームページをよく読み、願書等をダウンロードして下さい。 「Web提出」と「原本の郵送」の両方の手続きが必須です。 Download the Scholarship Application Forms (Japanese versions only) from the URL. Applicants must complete online submission then mail the original documents to the Foundation. ホームページURL: <a href="http://www.otsukafoundation.org/">http://www.otsukafoundation.org/</a> 〒540-0021 大阪市中央区大手通3-2-27 大塚グループ大阪本社ビル 公益財団法人大塚敏美育英奨学財団 事務局 電話: 06-6105-0870(代表)		
特記事項 Note	※推薦状以外の願書等はすべて応募者が日本語または英語で手書きする。 Only handwriting in Japanese or English (except recommendation letter) International student who write in English must attach Japanese translation.		

揭示日: 2024/3/7

# 2024年度募集要項(直接応募)

## 奨学金制度の概要

### 1) 奨学金給付額

年額200万円、150万円または100万円

ただし、他奨学金と併給の場合は年額50万円(奨学期間中の他奨学金の合計額が180万円以上になる場合は併給不可)

※当財団選考委員会による評価に応じて決定。

※特に研究成果及び品行の優れた継続申請者(若干名)に年額250万円の給付を行うことがあります。

※学業が不良のとき、また法律を犯す行為だけでなく、倫理・道徳観念上、学生として不適切な行為があった場合は、給付額減額または給付停止となることがあります。

### 2) 奨学期間

1年間(2024年4月~2025年3月)

※奨学期間中、所属大学に在学していることが条件です。なお、奨学期間は1年間ですが、継続申請を認めます(奨学期間は最長、最終目標とする学位取得までの最短修業年限まで)。

※秋入学の2023年度奨学生で、2024年秋に卒業予定(標準修業年限内の修了)の人に限り、半年間の継続申請を認めます(他奨学金との併給は不可。採用された場合は2024年秋に学位取得証明書など修了を証明する書類の提出が必要です)。

### 3) 申請者の区分

1. 新規申請者: 当財団から奨学金の給付を受けたことのない者

2. 継続申請者: 当財団から過去に奨学金を給付された者

※ただし、継続申請は2023年度に成果・進展のあった者に限り認めます。

※過去に応募した際の願書を書き写した者は不採用とします。

### 4) 給付停止の要件

1. 退学したとき

2. 奨学生が休学し、又は長期にわたって欠席したとき

3. 奨学生が原級にとどまったとき、又は卒業延期の恐れが生じたとき

4. けが、病気などのため成業の見込みがなくなったとき

5. 学業成績又は品行が不良となったとき

6. 奨学金を必要としない理由が生じたとき

7. 上記のほか、奨学生として適当でない事実があったとき

8. 在学中で処分を受け、学籍を失ったとき

9. その他奨学生としての資格を失ったとき

## 応募資格

※応募、書類選考、面接、内定、認定式の時点で日本国外にいる人は選考対象外です。

(1) 2024年4月1日時点で満38歳以下の私費留学生(在留資格が「留学」の者に限る)

(2) 日本国内の大学又は大学院の正規課程に在学し、人の健康に深く関連する分野(医学、歯学、薬学、生物学、栄養学、体育学、工学等。ただし工学は医学・薬学に関連の深い分野の研究をしている者に限る。)及び経営学(経営学の基盤ができていない発展途上国出身の留学生については「国際関係学分野」も対象に含む)の研究をしている者

※工学で医学・薬学との関連(学会発表、論文などの実績を含む)が願書に明記されていない場合は選考対象外

※学部1、2年生は応募不可。3年生以上の学部生についても、成績が極めて優秀な場合(すべて優/Aなど)を除き、応募不可

(3) 向学心に富み、学業優秀であり、品行方正である者

(4) 独自性のある研究、革新的な研究に携わっている者

(5) 財団に提出する書類(応募書類を含む)に対して指導教員などのしかるべき指導、チェックを受けられる者

(6) 奨学期間中に合計40日以上(出発日を含む)日本を離れない者

(7) 国際的視野を持ち、日本と各国の架け橋としてリーダーシップを発揮できる者

(8) 学資の支弁が困難と認められる者

(9) 当財団のイベントや奨学生のネットワークに積極的に参加し協力できる者

(10) 日本語を学ぶ意欲のある者

※英語で書かれた願書も受け付けますが、願書及び面接において日本語への意欲が見られない場合は減点します。

(11) 研究成果をもって社会貢献を期する者

(12) 上記(1)~(11)の資格及びその他当財団の定める条件を満たす者

※標準修業年限内での修了が見込めない者は応募不可

※夜間・週末の授業のみ、通信制の留学生は応募不可

## 応募方法 申請サポートシステムを導入しています。願書他の「Web提出」と「郵送」の両方の手続きが必須です。

### 1) 応募方法 ※詳細は4ページの「申請の流れ」をご覧ください。

1. 当財団ホームページの「奨学金に応募する」より申請サポートシステムへ入り、「申請の流れ」に従って基本情報を入力の上、PDFにした願書(推薦状は除く)、成績証明書、日本語訳(英語で願書を記入した場合のみ)をWeb提出してください。指定されていない書類(論文など)はアップロードしないこと。  
※推薦状を除く願書の全ページ(写真のあるページはカラー)がアップロードされていない場合は選考対象外となります。  
※Web提出する願書にも必ず写真を貼付すること。  
※願書は必ずスキャンしてPDFにすること(アプリなどで写真をPDFに加工したものは不可。横向き不可)。  
※入力した基本情報と願書の内容に差異がある場合は選考対象外となります(特に氏名と研究タイトルに注意)。  
Web提出のやり直しはできません。よく確認の上、提出ボタンを押してください。
2. Web提出後に通知される受付番号を指定の5カ所(「申請の流れ STEP04」参照)に記入の上、応募書類をまとめて事務局宛に郵送してください。また、5カ所に加えて推薦状の入った封筒、願書を郵送する封筒等、すべての封筒にも受付番号を書いてください。

【送付先】 〒540-0021 大阪市中央区大手通3-2-27 大塚グループ大阪本社ビル  
公益財団法人大塚敏美育英奨学財団 事務局

- ※Web提出した願書・成績証明書と郵送した願書・成績証明書に差異がある場合は選考対象外となります。
- ※提出された書類は、当財団の事業を遂行する目的以外には一切使用しません。
- ※応募書類は返却しません。

### 2) 応募書類

1. 該当の奨学生願書(A4サイズで片面印刷した当財団指定用紙を使用し、ホチキス留めをしないこと。ページが欠けているものは選考対象外)  
※推薦状以外の書類はすべて応募者本人が日本語または英語で手書きすること(黒インクのペンを使うこと。消せるペン・青インクのペンは使用不可)。  
なお、英語で書かれた願書も受け付けますが、日本語訳の添付が必須です(日本語訳の不備、字数制限のある項目に対して日本語訳に字数が明記されていないものは選考対象外)。英語で願書を提出する場合は日本語訳についてのQ&Aを必ず参照してください。  
※新規申請と継続申請、医薬系と経営系で願書が異なりますので注意してください。誤った願書で応募した場合は選考対象外となります。  
※継続申請者は過去に応募した際の願書を書き写さないこと。前回の記述を一部でも書き写した者は選考対象外。抱負や研究内容に変更がなかったとしても、必ず新たな表現で書き起こすこと。  
※指導教員の適切なチェックを経ていないと思われる応募書類(願書内容及び日本語訳を含む)を提出した者は選考対象外とします。
2. 推薦状(推薦者が自筆で署名の上、密封して提出すること。推薦状が英語の場合、日本語訳の添付が必須です)  
※新規申請、継続申請にかかわらず、同じ指導教員から2人以上推薦される場合は、推薦状に「推薦順位とその理由書」を添付して密封してください(1人のみ推薦される場合は不要)。
3. 写真1枚(4.5×3.5cm、カラー、胸から上、正面で、応募前6か月以内のものを願書に貼付のこと)
4. 成績証明書(履修科目、単位数、点数、評価及びその説明のあるもの。合格、不合格の評価のみのものは不可。段階評価又は点数評価された直近1年分の成績証明書を送付のこと。成績通知書は不可。成績が出ない旨の証明書は不可。日本語学校や専門学校のものも不可)  
※成績証明書は1年分必要なため、直近のものが半年分の場合はその前年のものも添付すること。
5. 在学証明書(日本語で書かれた2024年4月1日以降のもの。コピー不可)
6. 住民票の写し(募集開始日以降のもの。コピー不可。「国籍・地域」「在留資格等」が省略されたもの不可。マイナンバーが記載されたもの不可)
7. 【該当者のみ】2024年4月～2025年3月にかかる期間で他の奨学金、研究助成金を受給する場合、その内容を証する書類(支給団体名、期間、金額等を証する写し)

### 3) 応募期間

※新規申請者と継続申請者で応募締切日が異なりますので、注意してください。

1. 新規申請者(当財団から奨学金の給付を受けたことのない者)  
Web提出: 2024年3月7日(木)9時～4月22日(月)17時  
郵送: 2024年4月1日(月)～4月25日(木)15時(事務局必着)
2. 継続申請者(当財団から過去に奨学金を給付された者)  
Web提出: 2024年3月7日(木)9時～4月15日(月)17時  
郵送: 2024年4月1日(月)～4月18日(木)15時(事務局必着)

## 選考、採用及び奨学金の給付について

### 1) 選考

選考は書類選考と面接試験(書類選考合格者のみ)によって行い、採用は選考委員会を経て理事会で決定します。書類選考不合格者への通知はしません。なお、面接試験は大阪または東京で6月下旬～7月初旬に行います(予定)。

### 2) 採用

7月中旬までに採否を決定し、本人に通知します。その通知をもって内定とし、7月26日(金)、27日(土)に開催する当財団認定式への出席及び当財団指定の「確認書」の提出をもって正式採用とします(半年間の継続申請採用者も同様です)。確認書提出後の辞退、併給への変更はできません(他の奨学金・研究助成金を申請する場合は、必ず申請前に事務局に連絡すること)。

### 3) 奨学金の給付

原則として年間給付額を2回に分けて、8月と12月の一定日に本人名義の口座に直接振り込みます。また、研究や日本語学習、国際理解に役立つ本を買う費用として図書費を給付します(金額は1万円程度を予定しています)。図書費で購入した本の読書レポートを提出していただきますので、予めご了承ください(11月頃予定)。※半年間の継続申請採用者の奨学金の給付時期については別途定めて該当者に連絡します。図書費の給付は行わない予定です。

### 4) 採用予定人数

2024年度：約90人(2023年度の実績86人、2022年度の実績74人)

## 特 徴

この奨学金の特徴は次の通り

- (1) 奨学金は給付とし、返済の義務はありません。ただし、虚偽の申告をした場合、奨学生の義務を果たさなかった場合はこの限りではありません。
- (2) 奨学生の卒業後の就職、その他一切については本人の自由とします。

## 奨学生の義務

奨学生は以下に定める義務を履行する必要があります。

- (1) 奨学生は、募集要項に規定された内容を遵守し、資格条件に抵触することがあれば速やかに届け出ること
- (2) 次のいずれかに該当する場合は、直ちにその旨を代表理事に届け出ること
  1. 休学、復学、転学又は退学したとき
  2. 停学その他の処分を受けたとき
  3. 氏名、住所その他重要な事項に変更があったとき
  4. 留年又は卒業延期の恐れが生じたとき
- (3) 以下の書類を代表理事に提出すること
  1. 在学証明書及び生活状況報告書
  2. 成績証明書
- (4) 当財団主催の行事に参加すること
- (5) 奨学期間終了後も定期的に当財団に近況を報告し、卒業生のネットワークに参加すること

## STEP 01



### マイページ取得

- ① 当財団ホームページの「奨学金に応募する」より申請サポートシステムへ入り、「マイページを取得する」ボタンをクリックします。
- ② メールアドレスを登録します(yahooのメールアドレスは使えません)。
- ③ 登録したメールアドレスに、マイページ登録用のURLが届きます。そのURLにアクセスし、パスワード等を登録します。
- ④ ログインIDが自動発行されます。

マイページの取得完了

## STEP 02



### 申請書類の準備

- ① 「マイページ」にログインします。
- ② 「申請者基本情報」を入力します。  
※ 願書に書いたことと同じことを入力すること。入力した基本情報と願書の内容に差異がある場合は選考対象外となります。
- ③ 「奨学生願書(手書きしたもの)」と「成績証明書」をアップロードします。  
(願書が英語の場合は、日本語訳もアップロードします。願書と日本語訳は別々のPDFファイルにし、それぞれ「奨学生願書」「日本語訳」欄にアップロードしてください。)  
※ 願書は必ずスキャンしてPDFにすること(アプリなどで写真をPDFに加工したものは不可。横向き不可)  
※ 「願書」欄には、論文など願書以外のものをアップロードしないこと  
※ 「成績証明書」欄には、成績証明書以外のものをアップロードしないこと  
※ 英語で願書を書いた場合のみ日本語訳をアップロードすること(1～3ページについても英語で記入した部分は日本語訳が必須です)。「日本語訳」欄に日本語訳以外のものをアップロードしないこと  
※ 保存、アップロードした各書類は「PDF表示」ボタンから確認できます(「提出」ボタンを押すまでは、申請受付期間であれば何度でも編集、アップロードが可能です)。  
※ 写真を貼付していない願書は選考対象外です。

## STEP 03



### Web提出

申請者基本情報の内容が確定し、申請書類がすべて揃ったら、以下の注意点をもう一度よく確認してからマイページの「提出」ボタンをクリックします。

- ※ 4ページの推薦状を除く願書の全ページ(医薬系は1～11ページ、経営系は1～10ページ、写真のあるページはカラー)と必要書類がすべてアップロードされていることを確認してください。
- ※ 推薦状、住民票、在学証明書はWeb提出しないでください(開封された推薦状は無効です)。
- ※ ページ順に並んでいない願書、ページの向きが正しく揃っていない願書は選考対象外です。
- ※ Web提出のやり直しはできません。「PDF表示」でアップロードしたPDFファイルを確認してから、提出ボタンを押してください。

Web提出完了・受付番号発行

## STEP 04



### 郵送準備

Web提出後に通知される受付番号を以下の5カ所に記入してください。例) 24-1

1. チェックリストの右上の受付番号記入欄
  2. 奨学生願書1ページの左上の受付番号記入欄
  3. 成績証明書の右上(成績証明書には受付番号に続けてカタカナで名前も記入すること)
  4. 在学証明書の右上
  5. 住民票の右上
- ※ 受付番号を記入していない願書は選考対象外です。

## STEP 05



### 郵送

チェックリストに従いすべての申請書類が揃っていることを確認の上、応募期間内に財団宛に郵送してください。

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# Scholarship Guide for fiscal 2024 (Direct Application)

## Scholarship Program Overview

### 1) Amount of scholarship

Annual sum of ¥2.0 million, ¥1.5 million or ¥1.0 million

Annual sum of ¥500,000 for applicants receiving scholarships or benefits from other sources (the sum total of scholarships or benefits from other sources received during the scholarship period must be less than 1.8 million yen)

\* Determined on the basis of evaluations by our selection committee.

\* An annual sum of ¥2.5 million may be awarded to a small number of renewing applicants demonstrating excellent research performance and personal integrity.

Note: A scholarship recipient's failure to make satisfactory academic progress or any unethical or immoral behavior or illegal act by the recipient may result in a reduction or withdrawal of his/her scholarship.

### 2) Period covered by scholarship

One year: From April 2024 to March 2025

\* Recipients must be enrolled in their university for the entire period covered by the scholarship.

Recipients may apply for a renewal of their scholarship in subsequent years, up to the minimum total number of years required for completion of the final degree they aim to complete.

\* Fiscal 2023 recipients enrolled in fall and scheduled to graduate (within the standard period for completion) in fall 2024 may apply for a renewal of half a year (If they are successful, they should submit in fall 2024 a document to certify their completion, such as a certificate of degree. The recipients must not receive any other scholarships.)

### 3) Applicant categories

1. New applicants: Applicants who have not previously received a scholarship from the Foundation

2. Renewing applicants: Applicants who have previously received a scholarship from the Foundation

\* For renewing applicants, we accept only those who had enough achievements and advancements over the past one year.

\* Copying of the past application materials will cause you to be disqualified.

### 4) Grounds for withdrawal of scholarship support

(1) The scholarship recipient withdraws from school.

(2) The recipient takes a leave of absence from school or does not attend classes for an extended period.

(3) The recipient fails to advance toward his or her degree or is at risk of failing to meet graduation requirements.

(4) The recipient is not expected to graduate due to injury or illness.

(5) The recipient fails to make satisfactory academic progress or engages in unethical behavior.

(6) Circumstances render the scholarship unnecessary.

(7) Circumstances other than the above arise that disqualify the recipient.

(8) The recipient is expelled from school for disciplinary reasons.

(9) The recipient otherwise ceases to meet scholarship criteria.

## Eligibility

**\*Those who are outside Japan at the time of application, document screening, interview, announcement of interview outcomes, or certification ceremony are not eligible for selection.**

(1) Applicants must be self-supporting international students residing in Japan with "college student" status and must be 38 years old or younger as of April 1, 2024.

(2) Applicants must be enrolled in an official degree program at a university or graduate school in Japan and pursuing studies in a field directly relating to human health (such as medicine, dentistry, pharmacology, biology, nutrition, physical education, or engineering for engineering, must also be a field directly relating to medicine/pharmacology.) or business administration (for students from developing countries where business administration is not an established discipline, "international relations" is also acceptable).

\* For engineering, applicants will be disqualified unless the relationship with medicine/pharmacology is clearly stated (including achievements such as the presentations at academic conferences and research papers) in the Scholarship Application Form.

- \* Students in the first and second years of undergraduate degree programs are not eligible to apply. Third- and higher-year undergraduate students are neither eligible to apply, except for those with particularly excellent academic records, such as those with straight A's.
- (3) Applicants must be highly motivated, possess an outstanding academic record, and demonstrate personal integrity.
- (4) Applicants must be involved in creative or innovative research.
- (5) Applicants must be able to have their supervising professor or other person provide appropriate guidance and pre-checking of the documents they submit to the Foundation (including application documents).
- (6) Applicants are not permitted to leave Japan for 40 or more days in total (including the departing date) during the period covered by the scholarship.
- (7) Applicants must have an international perspective and demonstrate the ability to lead and serve as a bridge between Japan and other countries.
- (8) Applicants must demonstrate a need for financial aid.
- (9) Applicants must give full support and cooperations to events held by the Foundation and must contribute to building network between scholarship recipients.
- (10) Applicants must be motivated to study the Japanese language.
  - \* The Scholarship Application Form may be completed in English, but selection points will be deducted if applicants fail to show any motivation to study Japanese in the Scholarship Application Form and interview.
- (11) Applicants must be committed to contributing to society through their research.
- (12) Applicants must meet the requirements specified in (1) to (11) above and other requirements stipulated by the Foundation.
  - \* Those who are unlikely to complete their studies within the standard period for completion are ineligible.
  - \* Those who have classes only at night or over weekends, or who are enrolled in a correspondence education program are ineligible.

## Applications

We have introduced an Application Support System. Applicants must complete online submission then mail the original documents to the Foundation.

- 1) How to apply** \*For more information, refer to the "Application Process" section.
- 1. From the top page of the Foundation's website, choose "Apply Now" to enter the Application Support System. Follow the instructions under "Application Process" to enter your basic information and submit your Scholarship Application Form (excluding letter of recommendation), Academic Transcript, and Japanese translation (only if you completed the application form in English) as PDF files. (Do not upload papers or other undesignated documents.)**
    - \* Lack of pages or necessary documents will cause you to be disqualified. (The page with photograph should be scanned in colors.)
    - \* Be sure to attach a photograph to the Scholarship Application Form you submit online.
    - \* Be sure to use a scanner to digitize your form as a PDF file. (We do not accept PDFs created from photographs using smartphone applications and the like. Do not scan using horizontal [landscape] orientation.)
    - \* You will be disqualified if there are any differences between the content of the Scholarship Application Form and the basic information you entered. (Special attention should be paid to your name and research subject.)

You cannot cancel your online submission, so please be cautious when making online submission.
  - 2. Write the reference number issued after online submission in the required five spaces (refer to STEP04 of the "Application Process" section) on your application documents, and mail the documents to the Foundation. In addition to these five spaces, you must also write the reference number on the envelope containing your letter of recommendation, the envelope in which you send your Scholarship Application Form, and all other envelopes used in the application.**

Notes:

    - \* You will be disqualified if there are any differences between the content of the Scholarship Application Form/academic transcript you submitted online and the ones sent to the Foundation by mail.

- \* Documents submitted will not be used for any purpose other than the business of the Foundation.
- \* The documents will not be returned to applicants.

<b>[Address]</b>	Otsuka Toshimi Scholarship Foundation Office Otsuka Group Osaka Headquarters Building 3-2-27 Otedori, Chuo-ku, Osaka 540-0021, Japan
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## 2) Application materials

### 1. Scholarship Application Form for your application category (Use the form designated by the Foundation, printed on a single side on A4 size paper. Please leave pages unstapled. You will be disqualified if the application form lacks any of the pages.)

- \* All documents other than the letter of recommendation must be handwritten in Japanese or English by the applicant (Use pens with black ink. Do not use erasable pens nor pens with blue ink). Applications completed in English must be accompanied by a Japanese translation (those submitted without complete and accurate Japanese translation will be disqualified. You will also be disqualified if the Japanese translation fails to indicate the character counts of the sections that have predetermined character limits). If you are to submit the applications in English, make sure to read parts explaining about Japanese translation in our Application FAQs.
- \* Please note that application forms are different for new and renewing applicants, as well as for the medical fields and the business fields applicants. Your application will be ineligible if you do not use the correct form.
- \* Renewing applicants must not copy from a Scholarship Application Form submitted for a previous application.  
You will be disqualified if you copy any material from a previous application. Even if there has been no change in your future aspirations and research subjects, you should rewrite your application in new words.
- \* Applicants submitting application documents (including the contents of the Scholarship Application Form and Japanese translations) that appear not to have been checked appropriately by their supervising professor shall be disqualified.

### 2. Letter of recommendation duly signed by the recommender (the signature must be handwritten and not typed) and placed in a sealed envelope for submission (letters written in English must be accompanied by a Japanese translation).

- \* If a professor is to recommend two or more applicants (regardless of whether they are new or renewing applicants), please rank the applicants and state the reasons behind, then enclose "the statement of reasons" (推薦順位とその理由書) in the same envelope with the letter of recommendation. (This does not apply when only one applicant is recommended.)

### 3. Color photograph: 4.5 cm x 3.5 cm photo showing the applicant facing forward from the chest up, taken no longer than six months ago (Paste the photo to the application form.)

### 4. Academic transcript: Most recent transcript, with course titles, credits earned, grades or other evaluations of student performance, and explanations of what the evaluations mean. (Pass/fail records alone are not acceptable.) Send a transcript current as of the most recent year (must cover one full year) for which level evaluations or grade evaluations were made. (Student grade reports are not acceptable. A statement of reasons for not having grades in the institution currently attended is not acceptable. A transcript of Japanese language school or professional training college is not acceptable.)

- \* At least one year's worth of academic transcripts are required. If your most recent transcript only covers half a year, submit the one from the previous year as well.

### 5. Student registration certificate (in Japanese) issued on or after April 1, 2024. Photocopies are not acceptable.

### 6. Certificate of residence: Official copy of full record issued on or after the call for applications is made. Photocopies, records that do not show "Nationality/Region" and "Status of Residence, etc." and records that include an Individual Number (nicknamed "My Number") are not acceptable.

### 7. [When applicable] Documents showing information on other scholarships and research grants: If the applicant is receiving a scholarship or research grant from another source between April 2024 and March 2025, include a copy of a document showing the name of the granting organization, the scholarship/grant amount and period, and other relevant information.

## 3) Application period

- \* **Please note that different application deadlines are set for new applicants and renewing applicants.**

### 1. New applicants: Applicants who have not previously received a scholarship from the Foundation



Online submissions: Thursday, March 7, 2024, 9:00 a.m. - Monday, April 22, 2024, 5:00 p.m.

Submissions by mail: Monday, April 1, 2024 - Thursday, April 25, 2024, 3:00 p.m.

**2. Renewing applicants: Applicants who have previously received a scholarship from the Foundation**

Online submissions: Thursday, March 7, 2024, 9:00 a.m. - Monday, April 15, 2024, 5:00 p.m.

Submissions by mail: Monday, April 1, 2024 - Thursday, April 18, 2024, 3:00 p.m.

## Screening Process, Selection, and Scholarship Payments

### 1) Screening process

The screening process involves reviewing the application documents and interviewing candidates who pass the documents review. Scholarship recipients will be chosen by the Foundation's selection committee, with decisions finalized by the Board of Directors.

Applicants who do not pass the documents review will not be notified.

The interview portion of the process is generally carried out between late June and early July in Osaka or Tokyo (tentative).

### 2) Selection

Scholarship recipients will be selected and notified by mid July.

Attendance at the certification ceremony planned on Friday, July 26 and Saturday, July 27, and submission of a Letter of Agreement are compulsory for official certification as a scholarship recipient. (This also applies to renewing applicants selected to receive the scholarship for a further half-year.)

You cannot withdraw from or alter your scholarship to enable receipt of another scholarship or research incentive grant after submitting the Letter of Agreement. (It is essential that you contact the Foundation Office in advance if you plan to apply for another scholarship or research grant.)

### 3) Scholarship payments

Scholarship payments are generally made twice annually on predetermined dates in August and December. Payments will be deposited directly into the recipient's designated bank account.

Moreover, you will also receive a book purchase grant toward the cost of purchasing books useful in your research, Japanese language studies, and international understanding (the expected grant amount is approximately 10,000 yen). Please be aware that you will be required to submit a Reading Report (in around November) on all books purchased using the book purchase grant.

\* Renewing applicants selected to receive the scholarship for a further half-year will be contacted separately regarding the timing of their scholarship payments. The Foundation plans not to provide such applicants with book purchase grants.

### 4) Planned number of recipients

Approx. 90 in fiscal 2024 (86 students received scholarships in fiscal 2023, 74 in fiscal 2022)

## Scholarship type

1. The Otsuka Toshimi Scholarship is awarded with no obligation of repayment, except when false declaration is made or when a recipient fails to perform their obligations.
2. The Otsuka Toshimi Scholarship is free of any conditions related to post-graduation activities, including employment.

## Obligations of Recipients

Scholarship recipients are expected to fulfill the following obligations:

- (1) Comply with all rules stated in the Scholarship Guide and inform the Foundation promptly if they cease to satisfy any of the conditions for granting the scholarship.
- (2) Promptly notify the Representative Director of the Foundation if any of the following occurs:
  - i. Leave of absence, reinstatement, transfer or withdrawal from school
  - ii. Suspension or other disciplinary action
  - iii. Change in name, address or other important personal information
  - iv. Likelihood of repeating a year of study or not being able to graduate within the standard period for completion
- (3) Submit the following documents to the Representative Director of the Foundation:
  - i. Student registration certificate and a report on living condition
  - ii. Academic transcript
- (4) Participate in events held by the Foundation.
- (5) Even after graduating, participate actively as an alumni and keep the Foundation updated of your current status.

# Application Process

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STEP  
01



Creating a  
MyPage  
account

- 1 To enter the Application Support System, click the “Apply Now” button in the top page of the Foundation's web site. Click the “Create a MyPage account” button in the top right-hand corner of the screen.
- 2 Register your email address. (Please use the email address other than yahoo address.)
- 3 A MyPage registration link will be sent to the email address you entered. Click that link and set a password and security question.
- 4 A login ID will be automatically generated.

You have now created a MyPage account.

STEP  
02



Prepare your  
application  
documents

- 1 Log in to MyPage.
- 2 Enter the basic information.
  - \* Please enter the exact information as written in your application form. Your application will be disqualified if there is any difference between the basic information and the entry contents of your application form.
- 3 Upload your Scholarship Application Form (handwritten) and academic transcript. (If the application form is written in English, please upload a Japanese translation as well. Submit the application form and the Japanese translation in different PDF files, and upload them respectively to the “Scholarship application form” and “Japanese translation” sections.)
  - \* Use a scanner to digitize your form as a PDF file. (We do not accept PDFs created from photographs using smartphone applications and the like. Do not scan using horizontal [landscape] orientation.)
  - \* Do not upload any documents (such as papers) other than your application form to the “Scholarship application form” section.
  - \* Do not upload any documents other than your academic transcript to the “Academic transcript” section.
  - \* Upload the Japanese translation of your application form only in the case where you have written your application in English. (All English entries of the application form; including that of page 1 to 3, must be accompanied by a Japanese translation.) Do not upload any documents other than Japanese translations to the “Japanese translation” section.
  - \* You can check to see which documents you have saved and uploaded by pressing the “Display PDF” button.  
You may also edit your application details and upload documents as many times as you like before pressing the “Submit” button.
  - \* The application form without your photograph will be disqualified.

**STEP**  
**03**   
**Online submissions**

After you have verified your basic information and uploaded all of the necessary application documents, confirm the notes written below once more and click the "Submit" button on MyPage.

- \* Please make sure that you have uploaded all the pages (pages 1 to 11 for medical fields and pages 1 to 10 for business fields, except the recommendation letter on page 4) of Scholarship Application Form (pages containing photos should be uploaded in colors) and other required documents.
- \* Letters of recommendation, certificate of residence and student registration certificate must not be submitted online. (Opened letters of recommendation will not be accepted.)
- \* Your Application Form will be disqualified if it is not collated in the correct order or if any of the pages is aligned in the wrong direction.
- \* **You cannot cancel your online submission. Click the "Display PDF" button and check once more through the PDF you uploaded, before clicking "Submit."**

Online submission completed/Reference number issued

**STEP**  
**04**   
**Prepare documents for mailing**

Write your reference number (issued after the completion of online submission) in the following five locations.

Example: "24-1"

1. Checklist: Reference number column in the upper right-hand corner
2. Scholarship Application Form: Reference number column in the upper left-hand corner of page 1

Upper right-hand corner of each of the following documents:

3. Academic transcript (In this section, you must write your reference number and your name in Katakana.)
4. Student registration certificate
5. Certificate of residence

\* The application form without the reference number will be disqualified.

**STEP**  
**05**   
**Submissions by mail**

Use the checklist to confirm that all of the application documents are ready and send them to the Foundation during the fixed application period.

- \* Your application will be disqualified if there is any difference between the content of the Scholarship Application Form/academic transcript you submitted online and the ones mailed to the Foundation Office.
- \* The letter of recommendation must be mailed in a sealed envelope. Opened letters of recommendation will not be accepted.
- \* Write the reference number on the envelope containing your letter of recommendation, the envelope in which you send your Scholarship Application Form, and all other envelopes used in the application.