

Kyoto University Student Support Fund: Emergency Benefit-Type Scholarship Application Guidelines

This scholarship is intended to support students who are facing financial difficulties due to the novel coronavirus pandemic, and ensure that they will not be forced to give up their studies due to financial difficulties. Before applying for the scholarship, applicants are requested to confirm that they strictly meet the application requirements stipulated below.

Scholarship amount and period

Scholarship amount: JPY 150,000 per the year (for both undergraduate and graduate students)

Scholarship period: One year (FY 2021 only)

*The scholarship will be paid in single payment to the bank account specified by the recipient

Number of awards

Approximately 130

Eligibility

*The criteria regarding high academic performance required for eligibility for this scholarship are the same as those for scholarships provided by local governments or private organizations. The criteria regarding household income required for eligibility for this scholarship are the same as those for Japan Student Services Organization (JASSO) Type 1 Scholarships.

Eligible students must be full-time undergraduate or graduate students enrolled at Kyoto University who have achieved a high academic performance, and who are facing financial difficulties in continuing their studies at the university.

Criteria regarding high academic performance

Applicants who meet the following criteria are eligible to apply for the scholarship.

	Category	Criteria	
High academic performance	Undergraduate students	1 st Year	Have passed the entrance examination.
		2 nd Year or above	Have obtained the standard number of credits (or more) required by their faculty, and have a score of at least 75, as calculated by the formula below. Formula: $\{ (A^++A) \times 3 + B \times 2 + (C + D) \times 1 \} / (\text{Number of credits obtained} \times 3) \times 100$
	Graduate students	Have a score of at least 75, as calculated by the formula below in each of their current and previous program(s). Formula: $\{ (A^++A) \times 3 + B \times 2 + (C + D) \times 1 \} / (\text{Number of credits obtained} \times 3) \times 100$	

*When calculating academic performance using the formula above, please be sure to use “the number of credits,” not the number of subjects.

*The above calculation must not include credits obtained for a teaching license, or “approved” credits obtained at another university (in the case of transfer students).

Criteria regarding household income

The criteria regarding household income vary depending on the type of income, commuting conditions, and the number of household members, etc. Selection will be based on the income of the applicant’s parents or other persons who support the applicant financially. For reference, please see the URL below for the household income criteria for the Japan Student Services Organization Type 1 Scholarship.

URL: https://www.jasso.go.jp/shogakukin/moshikomi/zaigaku/koho_kettei/daigaku/index.html (JASSO website) (in Japanese)

Persons to whom any of items below apply are not eligible for this scholarship.

- Your enrollment period exceeds the regular term of study at your faculty or graduate school.
- You are receiving a scholarship from another educational program or private program. However, if the annual amount of scholarship you are receiving is less than the amount of this scholarship (JPY 150,000), you are still eligible for this scholarship. In this case, if your application is successful, the amount you will be awarded will be the difference between the scholarship you are receiving and this scholarship. Please note that if the scholarship you are receiving does not allow its recipients to receive any other scholarships, then you are not eligible for this scholarship.
- You are receiving a research fellowship for young scientists (DC1 or DC2) from the Japan Society for the Promotion of Science (JSPS), are selected for the University Fellowship Funding Project for Innovation Creation in Science and Technology, or are receiving annual support of JPY 150,000 or more.
- You are an international Japanese Government (MEXT) scholarship student or foreign government-sponsored international student.
- You are taking a leave of absence, (unless you will re-enroll at the university during the period July 1, 2021 to March 31, 2022).
- At the time of your application or during the six months prior to the beginning of the current semester, you have been, or are currently, subject to disciplinary measures in accordance with Article 32, Paragraph 1 of the Kyoto University General Regulations (including cases in which the provisions of Article 53 and Article 53–15 apply mutatis mutandis). Additionally, if you become subject to disciplinary measures after submitting your application, your eligibility will become invalid.

Application procedures, etc.

Application procedures

○ Japanese students

Applicants are required to complete both of the application procedures (1) and (2) below. (Only completing either one of the two procedures is not sufficient.)

- (1) Submit an application online through the “Application System for Private Scholarships, Etc.”^{*1} and,
- (2) Submit the required application documents^{*2} (the “Application Form for Scholarships from Local Governments/Private Organizations,” which is completed through the “Application System for Private Scholarships, Etc.,” and other required documents)

*1: Applications can be made through the “Application System for Private Scholarships, Etc.” from August 10 (Tue.), 2021.

Access the top page of Kyoto University’s Liberal Arts Syllabus Information System (KULASIS), and click “Application System for Private Scholarships, Etc.” in the “Links” section in the lower right of the screen.

○ International students

Applicants are required to complete both of the application procedures (1) and (2) below. (Only completing either one of the two procedures is not sufficient.)

- (1) Download the “Application Form for Emergency Benefit-Type Scholarship (for International Students)” (in Excel format) from the Kyoto University website. Complete the application form, and submit it via email to the following address: kinkyu-shogakukin2021@mail2.adm.kyoto-u.ac.jp, and
- (2) Submit hard copies of the required application documents^{*2} (“Application Form for Emergency Benefit-Type Scholarship (for International Students)” and other required documents).

*2: Required application documents

Required documents	To be submitted by	Notes
(1) <u>Japanese students</u> : Application Form for Scholarships from Local Governments/Private Organizations (1) <u>International students</u> : Application Form for Emergency Benefit-Type Scholarship (for International Students)	All students	* <u>Print on both sides (flip on long-edge). Must be signed.</u>
(2) Copies of the certificates of income of the parents or other persons who support the applicant financially	All students	Certificate of income in 2020 (e.g., withholding tax certificate, final tax return) *Please be sure to read the Attachment (pages 5 – 7). International students must submit copies of the certificates of annual income of their parents or other persons who supported them financially in 2020.
(3) Copies of the certificates of taxation, certificates of income, or certificates of exemption from taxation of the parents or other persons who support the applicant financially.	All students	Certificate issued in 2021 which indicates their income and taxation (or exemption from taxation) in 2020 *This is required even if the persons are unemployed. *In the case of international students, this is required if their parents or other persons who support them financially have been living in Japan since January 1, 2021 or before.
(4) Academic transcript	Undergraduate students in their 2 nd year or above	Academic transcript(s) of their previous program(s) are also required. (If you are a master’s student, submit the academic transcript of your bachelor’s program. If you are a doctoral student, submit the academic transcripts of your bachelor’s and master’s programs)
(5) Copy of disability certificate, etc.	If applicable	In the case that you have a family member with a disability.
(6) Copy of disaster-victim certificate	If applicable	In the case that your family has been affected by a disaster caused by fire, wind, flood, etc.
(7) Copies of documents verifying that the parents or other persons who support the applicant financially are receiving (or have applied for) public support due to a sudden decrease of household income caused by the novel coronavirus (such as a COVID-19 Special Loan award notification or a notice of tax payment deferral).	If applicable	In the case of applying for this scholarship due to a sudden decrease of household income since January 1, 2021 due to the novel coronavirus pandemic.

*Regarding the academic transcript of the applicant’s current program (in the case of 2nd year students or above), the section in charge will obtain their academic transcript information separately from their faculty or graduate school in order to cross-check it.

*If there are errors or omissions in any of the submitted documents (1) to (4), your application will not be accepted. If there are errors or omissions in any of the submitted documents (5) to (7), they will be deemed non-applicable. Documents containing the person’s My Number (individual number) information will not be accepted. Please, therefore, be sure to submit copies of certificates with the person’s My Number information covered up.

*International students who submit copies of certificates (2), (4), (5), (6), (7) issued in their country of origin, must also submit a Japanese translation (or an English translation if a Japanese translation is not available) together with the original document. In this case, the amount of income, etc., in the Japanese translation must be converted into Japanese yen using the rate of exchange at the time of application.

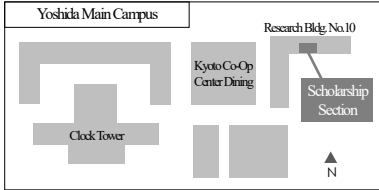
In the case of students who have applied for scholarships from local governments or private organizations in March 2021 and were not selected as candidates, or who were selected as candidates, but were not selected as recipients:

If you wish to apply for this scholarship, you are only required to submit the online application in Item (1), through the “Application System for Private Scholarships, Etc.,” because the other required documents have already been submitted. However, if any of the conditions (5) to (7) in the table above come to apply to you after you submitted your application in March 2021, please submit the required documents to the section in charge (see the “Submission” section below).

Notes

1. Household income means the combined incomes of your parents or other persons who support you financially, not your own income.
2. If you have any questions regarding the application documents, please contact the section in charge before applying (see the “Contact” section below).
3. If there are errors or omissions in your documents, they will not be accepted. However, if they are corrected and re-submitted during the application period, they will be accepted.

Submission

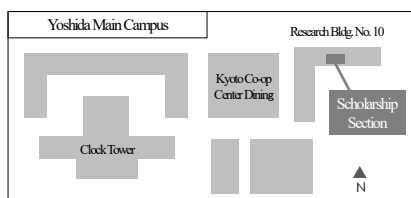
Submission period	Where to submit the documents
<p>August 10 (Tue.) to 17:00 on August 24 (Tue.), 2021</p> <p>- Please note that the office will be closed on weekends, public holidays, and August 16–18.</p> <p>- The documents can be submitted by post or in person at the application counter (they cannot be submitted via campus mail).</p> <p>- If submitting the documents by post, they must arrive no later than 17:00 on August 24 (Tue.), 2021. Please be sure to send them by registered mail or other means of recorded delivery, such as Japan Post Letter Pack.</p> <p>- If sending the documents by post:</p> <p><u>Send the documents to:</u> The Scholarship Section, Student Affairs Division, Education Promotion and Student Support Department</p> <p><u>Address:</u> Honmachi Yoshida Sakyo-ku, Kyoto, 606-8501</p>	<p>- If bringing the documents to the application counter in person:</p> <p><u>Bring the documents to:</u></p> <p>The Scholarship Section, Student Affairs Division, Education Promotion and Student Support Department (located on the 1st floor of Research Building No. 10 on the Yoshida Main Campus)</p> 

Selection of successful applicants and payment of funds

Successful applicants will be selected based on their financial situation. The scholarship payment will be made in mid-September (tentative). The funds will be transferred in a single payment to the bank account specified by the applicant

Other matters

1. Personal information provided in the application documents shall be used only for the purpose of administrating this scholarship, and shall never be disclosed or used for any other purposes.
2. In the following cases, you will not be eligible for this scholarship:
 - (1) If you have been, or are currently, subject to disciplinary measures in accordance with Article 32, Paragraph 1 of the Kyoto University General Regulations (including cases in which the provisions of Article 53 and Article 53–15 apply mutatis mutandis).
 - (2) If you are deemed not to be an appropriate recipient of the scholarship for other reasons.
3. If it is found that you have provided false information in your application, or that you are violating the rules described in the application guidelines, you may be asked to refund all or part of the scholarship.



Contact

Scholarship Section, Student Affairs Division, Education Promotion and Student Support Department, Kyoto University (located on the 1st floor of Research Building No. 10)

Open: 9:00–17:00 (closed on weekends, public holidays, August 16–18, 2021)

Email: kinkyu-shogakukin2021@mail2.adm.kyoto-u.ac.jp

*Please be sure to configure your email settings to receive emails from the university.

Attachment: Certificates to be Submitted

Please note: as documents containing the person's My Number (individual number) information will not be accepted, please be sure to submit copies of certificates with the person's My Number information covered up.

Documents showing the income of the parents or other persons who support the applicant financially

Please see the table below to confirm which type of income documents must be submitted, and submit copies of the required documents. Please enter the amount of income stated in the certificate in the "Salary" or "Non-salary income" field of the application form.

*(As applications will be selected based on the estimated amount of annual income in 2021, applicants are required to submit a certificate of income in 2020.)

■Type of income

	Type of income	Type of certificate
Salary income	Salary/income from part-time work	Withholding tax statement for salary income in 2020 *In the case of a change of employment or becoming employed on or after January 2 of the previous year, please see the item below.
	In the case of a change of employment or becoming employed on or after January 2 of the previous year *Withholding tax statement with details of the re-employment/resignation	Certificate of (Expected) Salary Payment (Form 2), or - Copies of the salary statements for the last three months. (In the case of a change of employment or becoming employed in the past three months, copies of the salary statements for the months in which the person has been employed) - A document which indicates the amount of annual income calculated using the formulas below. (Any format is acceptable.) Calculation formula: the amount of average monthly income (excluding transportation expenses and other actual expenses) × 16 months = the amount of annual income If the person does not receive a bonus, or receives a fixed-amount bonus (or if the amount of the bonus is less than three months' salary), please provide the details and calculate the actual amount of annual income. (Example: JPY XX per month × 12 months = JPY XX per year, with no bonus, etc.)
	Pension	Proof of pension payment *Withholding tax statement for the previous year, latest notification of revised pension benefits, etc.
	Unemployment benefit	Certificate of receipt of unemployment benefit (pages 1-4), or certificate of eligibility for unemployment benefit (which shows the daily amount, the number of days, and other details.)
	Accident and sickness benefits	Proof of accident and sickness benefits payment (a notification of benefits payment or other document that shows the amount of payment)
	Child rearing allowance	Proof of child rearing allowance payment (a certificate of child rearing allowance or other document that shows the amount of payment)
Non-salary income	Self-owned business, agriculture, forestry, fisheries, freelance, sales, real estate, dividends, and other income	Final tax return with a seal of acceptance (Tables 1 and 2) (If using the E-TAX system, please print out the page which shows the date and time of receipt, etc.)
	In the case of starting a business or opening a new business, etc.	(Expected) Income and Expenditure Statement (Form 3)
	Financial support from grandparents, etc.	Proof of financial support payment (Any format is acceptable. As a general rule, the document must be created by the aid provider)
	Welfare benefits	Notification of (revised) welfare benefits payment (which shows the amount of monthly benefit)
	Child support payment	Proof of the annual amount of child support payment (Any format is acceptable. As a general rule, the document must be created by the parent who is receiving the child support. The document must show the date of issue, the name of the person who issued the document, and their seal.)
No income		Confirmation of Unemployment and No Income (Form 1)

Notes:

*If the person has changed employment, or if their income has changed significantly since January 1, 2021, please submit the Certificate of (Expected) Salary Payment (Form 2) or the employment contract, etc., which shows the annual income amount. If it is difficult to submit the certificates above by the deadline, please submit the certificate of income for the previous year.

*If it is difficult to submit a certificate of taxation or certificate of exemption from taxation as the person has a low income or no income, and do not, therefore, declare their income, please submit copies of their "Resident Tax Return." (Any income must be reported.)

Withholding tax statement with details of the re-employment/resignation

令和2年分 給与所得の源泉徴収票

支払を受ける者 住所又は居所	氏名 京大 父	氏名 (フリガナ)	氏名 (役職名)
種別	支払金額 8,309,654	給与所得控除後の金額 6,278,688	源泉徴収税額 320,600
控除対象配偶者の有無等	控除対象配偶者の有無等	社会保険料等の金額	源泉徴収税額
中途就・退職	中途就・退職	退職年月日	退職年月日

Enter "830" in the "Father's Salary" field.

If a date is shown in the "re-employment/resignation" field, it is necessary to submit a certificate that shows the current situation at the time of application, instead of a withholding tax statement.

令和2年分の所得税及び復興特別所得税の申告書B

本人番号: 1752280

配偶者のマイナンバー: 1484318

16歳未満の扶養親族のマイナンバー: 1200000

収入金額等: 1752280

所得金額: 1484318

税額: 1200000

Final tax return (Tables 1 and 2) with a seal of acceptance.
Note: if a seal of acceptance is not affixed, please use the E-TAX system, and print out the page that shows the date and time of receipt and other details.

Enter "830" in the "Mother's salary" field.

Enter "830" in the "Mother's non-salary income" field.
*In the case of a negative value, please enter "0 (zero)." (The negative value will not be offset.)

配偶者のマイナンバー

扶養親族のマイナンバー

事業専従者のマイナンバー

16歳未満の扶養親族のマイナンバー

Cover up the My Number information before printing this form.

Copy of disability certificates, etc.* (if you have a family member with a disability)

*Please submit copies of disability certificates, etc., with the person's photograph, legal domicile, etc., covered up.
(The portion which shows their name and date of birth is required.)

Type of disability	Certificate to be submitted
Person with a physical disability or equivalent	Disability certificate, war injury certificate, or physical disability record book application form
Person who requires constant bed rest and complex nursing care (Long-term care level 2 or above)	Notification of the certification of long-term care requirement, or long-term care insurance certificate (which shows the long-term care level) *If the application is pending: medical certificate (which states that the applicant requires complex nursing care for six months or more)
Person with a mental disability or equivalent	Medical certificate, or other certificate
Person evaluated as having an intellectual disability	Written evaluation issued by a child guidance center, rehabilitation/consultation center for persons with intellectual disabilities, mental health center, or mental health expert
Person who is certified as suffering from a disease caused by pollution, and who has a physical disability due to the disease.	Legal proof of the person's status or medical certificate
Person with a physical ailment caused by exposure to atomic bomb radiation.	Bomb survivor's certificate or medical certificate (which shows the degree of their disability)

*International students who have a family member with a disability and who submit copies of the above certificates that were issued in their country of origin must also submit a Japanese translation (or English translation if a Japanese translation is not available) together with the copy of the original document.

Student ID No.	Name

Date: _____

Confirmation of Unemployment and No Income

I hereby declare that I have been unemployed and have had no income since _____ (date).

Note: This is a form to confirm that the applicant’s parents or other persons who support the applicant financially have been unemployed and have had no income, It is not required for the applicant or their siblings.

It is not necessary to submit this form for persons who cannot work due to a physical or mental disability. In such cases, please submit the necessary documents to verify the physical or mental disability, instead.

(Relationship to the applicant: _____)

Declared by: _____ Seal
(Signature or seal)

Reason for unemployment and other details:

Please provide the reason why the person is unemployed, their current situation, etc. If they receive financial support from the applicant’s grandparents, etc., please submit evidence (any format is acceptable. The document must be created by the person providing the financial support.)

☆If the person is receiving unemployment benefit, please submit copies of the certificate of receipt of unemployment benefit. (In this case, it is not necessary to submit this form.)

[Form 2]

Certificate of (Expected) Salary Payment

Name of Employee		Employment Date	
Position (Please check the appropriate checkbox below)			
<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Temporary worker <input type="checkbox"/> Other ()			
(Expected) Salary Payment for the Last Three Months			
Month:	Month:	Month:	
yen	yen	yen	
(Expected) Bonus Payment			
*Check the appropriate option: <input type="checkbox"/> With bonus → Enter the value <input type="checkbox"/> No bonus	Annual amount: _____ yen (or equivalent) _____ months of monthly salary		

Please enter the amount of monthly salary before tax (excluding transportation expenses) in each field of the “(Expected) Salary Payment for the Last Three Months” section. If the employment period is less than three months, please enter the monthly salary paid or the expected monthly salary to be paid in the “(Expected) Salary Payment for the Last Three Months” section.

I hereby certify that the above information is true and correct.

Date: _____

Certified by (Business Operator)

Address: _____

Business: _____

Name: _____

- The information provided in this form shall be used only for the purpose of administrating this scholarship, and shall never be disclosed or used for any other purposes.

----- The applicant must complete the section below. -----

Please calculate **the amount of annual income** based on the information provided in the certificate above, using the appropriate formula below, and enter the calculated amount in the “Salary” field in the application form. If the person above was employed in the middle of a month and their working days and hours are less than usual, and this causes the amount for that month to be significantly different from the amount of salary in other two months, calculate the amount based on the usual monthly salary in the other two months.

1. If “With bonus” is checked, and the annual amount of bonus (“XX yen”) is provided

$$(\text{Total amount of salary for three months} / 3) \times 12 + \text{Annual amount of bonus (yen)} = \text{_____ yen}$$

2. If “With bonus” is checked, and the annual amount of bonus (“XX months of monthly salary”) is provided

$$(\text{Total amount of salary for three months} / 3) \times (12 + \text{XX [months]}) = \text{_____ yen}$$

3. If “No bonus” is checked

$$(\text{Total amount of salary for three months} / 3) \times 12 = \text{_____ yen}$$

Student ID No: _____

Student’s Name: _____

(Expected) Income and Expenditure Statement

(In the case of starting a business or opening a new business on or after January 2 of the previous year)

Name of Employee		Date of Establishment	
Actual Work Period (from the establishment date to the application date)			
() Months, From _____ To _____			
Breakdown of Income and Expenditure			
Income	Income (sales)	①	,000 yen
	Household expenses	②	,000 yen
	Other income	③	,000 yen
	Total: (①+②+③)	④	,000 yen
Sales cost		⑤	,000 yen
Amount to be subtracted (④-⑤)		⑥	,000 yen
Expenditure	Communication	A	,000 yen
	Transport	B	,000 yen
	Utilities	C	,000 yen
	Depreciation	D	,000 yen
	Rent	E	,000 yen
	Wages	F	,000 yen
	Other ()	G	,000 yen
	Total: (A to G)	⑦	,000 yen
Amount of Income (⑥-⑦)		,000 yen	

I hereby declare that the above information is true and correct.

Date:

Certified by

Address:

Business:

Name:

Seal: ㊟

- The information provided in this form shall be used only for the purpose of administrating this scholarship, and shall never be disclosed or used for any other purposes.

----- The applicant must complete the section below. -----

Please calculate **the amount of annual income** based on the information provided in the statement above

(The calculated amount of annual income / the number of work months) × 12 = _____ ,000 yen

Student ID No.: _____

Student's Name: _____

Examples of public support programs

No.	Program Name *If the applicant's parents or other persons who support the applicant financially are receiving public support due to a sudden decrease of household income caused by the novel coronavirus, please provide copies of documents verifying that fact. If they are receiving public support for a reason other than the novel coronavirus, it is not necessary to submit such documents.	Provided by	Remarks
1	- COVID-19 Special Loan - COVID-19 Managerial Improvement Fund Loan	Japan Finance Corporation	For businesses
2	- Environmental Health Industry-Specific COVID-19 Special Loan - Environmental Health Industry-Specific COVID-19 Managerial Improvement Fund Loan - Special Loan for Measures Against Severe Environmental Hygiene Effects Caused by the Novel Coronavirus	Japan Finance Corporation	For businesses
3	- Crisis Response Loans	Shoko Chukin Bank Japan Finance Corporation	For businesses
4	- Safety Net Guarantee No.4 - Safety Net Guarantee No.5 - Crisis-related Guarantee	Japan Federation of Credit Guarantee Corporations	For businesses
5	- Special emergency loans for stabilizing the management of small and medium businesses	Organization for Small & Medium Enterprises and Regional Innovation, Japan	For businesses
6	- Subsidy for guardians affected by school closures due to COVID-19 (for individuals)	Prefectural labor departments	
7	- Emergency Petty Cash Fund - Comprehensive Support Fund (for Living Costs)	Japan National Council of Social Welfare	
8	- Payment deferral of premiums for Employees' Pension Insurance and Labor Insurance	Ministry of Health, Labour and Welfare Japan Pension Service	For businesses
9	- Payment deferral of premiums for National Health Insurance, the Medical Care System for the Elderly Aged 75 or Over, and Nursing-Care Insurance	Local governments	
10	- Payment deferral of national and local taxes	National Tax Agency Local governments	
11	- Municipal benefit/subsidy - Subsidy for businesses affected by COVID-19	Local governments	
12	- Employment adjustment subsidy - Emergency employment stability subsidy	Ministry of Health, Labour and Welfare	For businesses
13	- Benefits for business continuity	Ministry of Economy, Trade and Industry	For businesses
14	- Housing security benefit	Ministry of Health, Labour and Welfare	
15	- Single parent welfare fund loan	Ministry of Health, Labour and	For single-parent families

*The table above show some examples only. You may be eligible for other forms of public support. If you have any questions, please contact the Scholarship Section of the Student Affairs Division.

*Support provided by private organizations (e.g., payment deferrals of bank loans, etc.) and payment deferrals of water, electricity, or gas bills are not deemed to be public support.

*In the case of receiving COVID-19-related public support overseas, please submit copies of the appropriate documents to verify the support. You must also submit a Japanese translation (or English translation if a Japanese translation is not available) together with the copy of the original document.