

Scholarship Guide for fiscal 2019 (University Recommendations)

Scholarship Program Overview

1) Amount of scholarship

Annual sum of ¥2.0 million, ¥1.5 million or ¥1.0 million, determined on the basis of evaluations by our selection committee. Recipients must not be receiving any other scholarships.

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 2019 to March 2020

- * Recipients must be enrolled in their university for the entire period covered by the scholarship. Recipients may apply for a renewal of their scholarship for up to two times, for a total scholarship period of three years.

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 by university recommendation
 - * 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 for Recommendation

- (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, 2019.
- (2) Applicants must be enrolled in an official degree program at a graduate school designated by the Otsuka Toshimi Scholarship Foundation and pursuing studies in medicine/dentistry/pharmacology, business administration (for students from developing countries where business administration is not an established discipline, "international relations" is also acceptable), or engineering (for medicine/dentistry/pharmacology and engineering, must be a doctoral program; for engineering, must also be a field directly relating to medicine/pharmacology, such as human medical engineering, bio-materials engineering, bioinformatics, computational sciences, or drug discovery)
 - * Applicants will be disqualified unless the relationship with medicine/pharmacology is clearly stated in the Scholarship Application Form.

- (3) Applicants must not have applied unsuccessfully to the Foundation in the past, either by direct application or university recommendation.
- (4) Applicants must not have previously been selected by the Foundation as a scholarship recipient through direct application.
- (5) Applicants must be highly motivated, possess an outstanding academic record, and demonstrate personal integrity.
- (6) Applicants must be involved in creative or innovative research.
- (7) 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).
- (8) Applicants are not permitted to leave Japan for 40 or more days in total during the period covered by the scholarship.
- (9) Applicants must have an international perspective and demonstrate the ability to lead and serve as a bridge between Japan and other countries.
- (10) Applicants must demonstrate a need for financial aid.
- (11) Applicants must give full support and cooperations to events held by the Foundation and must contribute to building network between scholarship recipients.
- (12) 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 the Scholarship Application Form and interview reveal no motivation to study Japanese.
- (13) Applicants must meet the requirements specified in (1) to (12) above and other requirements stipulated by the Foundation.
 - * Those who are unlikely to complete their studies within the standard period for completion are ineligible for recommendation.

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 separate "Application Process" document.

1. Go to <https://otsuka.yoshida-p.net/suisen/> and 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.

- * 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 application 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.

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 spaces on your application documents, and submit the documents to the staff in charge at your university.
3. The university staff should collate the application documents shown below and send them to the Foundation Office by mail.

- * You will be disqualified if there are any differences between the content of the Scholarship Application Form you submitted online and the one 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.

[Address]

Otsuka Toshimi Scholarship Foundation Office
 Otsuka Group Osaka Headquarters Building
 3-2-27 Otedori, Chuo-ku, Osaka
 540-0021, Japan

- * Please be sure to apply through your university. The Foundation does not handle inquiries and applications directly from applicants.

2) Application materials

1. Scholarship Application Form (Use the form designated by the Foundation, printed on a single side on A4 size paper. Please leave pages unstapled.)

- * All documents other than the letter of recommendation must be handwritten in Japanese or English by the applicant (do not use erasable pens). Applications completed in English must be accompanied by a Japanese translation. For more information, please see our Application FAQs.
- * 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 re-write 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 or university staff member shall be disqualified.

2. Letter of recommendation duly signed by the recommender and placed in a sealed envelope for submission.

- * If a professor is to recommend two or more applicants, please rank the applicants and state the reasons behind, then enclose the statement of reasons in the same envelope with the letter of recommendation.

3. Color photograph: 4.5 cm x 3.5 cm photo showing the applicant facing forward from the waist 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 for which level evaluations or grade evaluations were made. A statement of reasons for not having grades in the institution currently attended 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 issued on or after the call for applications is made. Photocopies are not acceptable.

6. Certificate of residence: Official copy of full record issued on or after the call for applications is made. Photocopies, abbreviated records, and records that include an Individual Number (as nicknamed "My Number") are not acceptable.

7. Six sets of copies of your Scholarship Application Form and academic transcript

- * One set = a copy of the Scholarship Application Form (1 above) and the academic transcript (4 above), single-sided, on A4 size paper (use color copying for the page with your photograph attached). Enclose six of these sets. Leave them unstapled.

3) Application deadline

Online submissions: Friday, November 30, 2018, 5:00 p.m.

Submissions by mail: Must arrive at the Foundation Office no later than Monday, December 3, 2018,

3:00 p.m. **Deadline : November 16th, 2018**

Where to submit: Division of Student Exchange(Office 210, 2nd floor University Hall 9P Building)

Screening Process, Selection, and Scholarship Payments

1) Screening process

The screening process involves reviewing the application documents and interviewing candidates. Scholarship recipients will be chosen by the Foundation's selection committee, with decisions finalized by the Foundation's Representative Director.

The interview portion of the process will be conducted in Osaka or Tokyo by around mid-February, 2019 (tentative).

2) Selection

Outcomes of the selection will be communicated to universities by the end of March. Attendance at the certification ceremony planned in late July to early August 2019, and submission of a Letter of Agreement are compulsory for official certification as a scholarship recipient.

3) Scholarship payments

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

Scholarship Type

1. The Otsuka Toshimi Scholarship is awarded with no obligation of repayment.
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.