

February 2025

Student Support Office/Musashino Student Support Office

## AY2025 Musashino University Graduate Special Scholarship Application Guidelines

### 1. Purpose of Scholarship

This scholarship aims to support the further study of Musashino University graduates.

### 2. Benefit amount

Within 200,000 yen

### 3. Eligibility

All the following conditions should be met.

- (1) Those who wish to advance to an overseas graduate school, or a domestic graduate school (master's course or doctoral course) with a field of study not available in Musashino University's graduate school, and who are particularly excellent

\*The above includes professional degree courses.

- (2) Those who are expected to further study and contribute to Musashino University and society after completing graduate school
- (3) Applicants who wish to proceed to the master's program must have graduated from Musashino University's undergraduate program or are expected to graduate in March 2025. Applicants to the doctoral program must have graduated from Musashino University's undergraduate program and have completed the master's program of Musashino University Graduate School or have completed the master's program in 2025. Those who are expected to complete in March 2025

### 4. How and where to submit application documents

- (1) Please send your application documents by simple registered mail using a Kakugata 2 (A4) size envelope or by Letter Pack within the application period.

\*You cannot bring it into the university office. Application documents will only be accepted by mail.

- (2) Submission destination

3-3-3 Ariake, Koto-ku, Tokyo 135-8181

Musashino University Student Support Office

\*We will not bear any responsibility for non-delivery due to postal accidents, etc., if mailed by regular mail.

\*We cannot respond to individual arrival confirmations.

## 5. Application Period

Wednesday, March 12 to Friday, March 28, 2025 [postmark deadline]

\*Please note that we will not accept any application sent outside the above application period.

## 6. Application documents

Please submit all the following documents.

### (1) Application Form for AY2025 Musashino University Graduate Special Scholarship

\*Designated form (A4 size)

A. The application form can be either typed or handwritten by the applicant him/herself.

B. If handwriting, please use a black or blue ballpoint pen. (Do not use erasable ballpoint pens.)

C. If typing, please make sure all text is printed on the printed form.

D. If there is a possibility of a change in your intended graduate school, please contact the Student Support Office in advance.

### (2) Letter of recommendation

\*Designated form (A4 size)

A. The applicant should contact the recommender listed in following B and C, and request them to fill out the recommendation form.

B. Recommenders will vary depending on where you plan to go to school.

-Those planning to enroll in a master's program:

The Dean of the faculty that you graduated or is expected to graduate, or full-time faculty members recommended by the Dean

-Those planning to enroll in a doctoral program:

The Dean of the graduate school that you completed or is expected to complete, or full-time graduate school members recommended by the Dean

C. The process of requesting a recommendation letter

1. The applicant personally requests the Dean (listed in section B) to write the recommendation letter and provides the recommendation form.

2. The Dean or a full-time faculty member recommended by the Dean writes the recommendation letter.

3. After writing the letter of recommendation, the recommender seals it in an envelope and hands it over to the applicant.

D. The signature space should be signed and sealed by the reference. Other fields can be filled either by handwriting or typing

- E. When requesting the recommendation letter, please make sure to allow sufficient time.
- (3) A copy of the admission permit of the graduate school
  - A. If you do not have a paper-based permit, please submit a printout of the web screen, email, etc.
  - B. If the admission permit is written in a language other than Japanese, please submit a Japanese translation as well.
  - C. If admission is undecided at the time of applying for this scholarship, please let the Student Support Office know when the admission decision will be made. You will be required to submit a copy of the admission permit at a later date.
- (4) Self-addressed envelope <Chokei 3 envelope, standard size, 110-yen stamp attached>  
(Envelopes and stamps should be prepared by the applicant)
  - A. The envelope will be used to send the notification of the selection results.
  - B. Be sure to affix a 110-yen stamp on the envelope and write the address and name of the applicant (including a prefix such as “Mr. / Ms.”).
  - C. Provide the correct address where the notification of the selection results will definitely be delivered. Please note that we will not be responsible for any failure to deliver the notification even due to the insufficient postage or incorrect name or address on the envelope.

#### 7. Notification of selection results

The selection results are scheduled to send by mail in May or June 2025.

#### 8. Miscellaneous

- (1) The university may contact you by phone or e-mail regarding the submitted application documents. If you did not respond, you may not be eligible for selection. Please set up an answering machine and check your email even after submitting your application documents so that you will not miss any communication from us.
- (2) Submitted documents will not be returned regardless of the results.
- (3) If the applicant/recipient fails to enroll in the graduate school indicated in the application form, his/her eligibility for selection or the eligibility of scholarship may be lost according to the regulations, and the scholarship may be cancelled or the recipient may be asked to return the scholarship already granted. The same will apply if false facts are found in the application documents after the scholarship recipient has been selected.
- (4) If there is a possibility of a change in your intended graduate school, please contact the Student Support Office in advance.
- (5) Only the recipients of this scholarship will be notified of the documents to be submitted

after being selected as recipients.

[Contact]

Scholarship Section, Student Support Office, Student Support Department, Musashino University

Phone number 03-5530-7334

Email address [shogaku@musashino-u.ac.jp](mailto:shogaku@musashino-u.ac.jp)

(Office hours: 8:45 to 17:00 on weekdays \*excluding university-designated holidays)