

## **MEXT Scholarship Rules and Regulations :**

### **1. Enrollment Confirmation**

In order to receive a monthly stipend, you have to come to OICE once a month and sign a document by the deadlines, to confirm your status of residence as a student. If you cannot give your signature by the second deadline, you will not be able to receive your scholarship for that month. This means that the MEXT scholarship students are basically not allowed to leave from Japan for a long time.

There are two deadlines each month. Please see the Schedule.

[https://www.a.u-tokyo.ac.jp/english/oicehp-e/deadline\\_sig.html](https://www.a.u-tokyo.ac.jp/english/oicehp-e/deadline_sig.html)

### **2. Status of Residence -Visa**

#### **2-1 Status of Residence**

In general, international students study in Japan with the status of residence “Student(留学)”, as you have it now. During the MEXT scholarship period, you must keep the student visa. If you change your visa status to another one such as permanent residence(永住者), you will have to decline the MEXT scholarship.

Even if you forget the extension of your visa accidentally, the MEXT scholarship will not be paid.

#### **2-2 Period of Stay Extension**

As it is mentioned above, please don't forget to extend your period of stay. You can apply for an extension three months before the expiration date.

You can check the information about the documents you need to prepare.

<https://www.a.u-tokyo.ac.jp/english/oicehp-e/current.html>

### **3. Certificate of MEXT scholarship**

If you need a certificate of MEXT Scholarship, please send the application form via email to the International Student Section. Please follow the instruction below:

[https://www.a.u-tokyo.ac.jp/english/oicehp-e/deadline\\_sig.html](https://www.a.u-tokyo.ac.jp/english/oicehp-e/deadline_sig.html)

### **4. Grades evaluation**

The MEXT scholarship students (University Recommendation) must keep on average of over a 2.3 of Japanese GPA.

(See page.3 for how to calculate GPA) Once a year, we must inform your record to the MEXT. If your grade is less than 2.3, you cannot continue to receive the scholarship.

Not only for the university's recommended students, but your academic record is also automatically reported to the MEXT each year. So, please keep good grades.

## 5. Leave of Absence (休学)

If you take a leave of absence, you will lose the qualification for the MEXT scholarship.

## 6. The Scholarship Period

You cannot extend the scholarship period more than the standard period to graduate even if you need to extend your student term.

## 7. MEXT Scholarship Extension

### 7-1 Embassy Recommendation

From around November to December, those who are planning to apply for the regular course including those who are currently in the master's course and wish to proceed to the doctoral course, need to apply for the MEXT scholarship extension.

The opportunity for the extension application is once a year, so please apply if there is a possibility even if you are not certain at that time. Then please don't forget to apply for the entrance examination, too!

Depending on departments and other conditions, the exams you have to take are different. Please ask your supervisor or the Graduate Student Section of Academic Affairs Division about entrance examinations and how to apply.

<Extension from master's course to doctoral course>

When master's course students would like to apply for the MEXT scholarship extension in order to enroll in the doctoral course, it is required to obtain at least a 2.5 Japanese GPA for the term of the master's course until you apply for the extension. The GPA is calculated on all credits you earned.

A<sup>+</sup>, A(優)=3, B(良)=2, C(可)=1, F(不可)=0

(GPA Formula)

$$\frac{([\text{No. of GP3 Credits}] \times 3) + ([\text{No. of GP2 Credits}] \times 2) + ([\text{No. of GP1 Credits}] \times 1) + ([\text{No. of GP0 Credits}] \times 0)}{\text{Total Number of Registered Credits}}$$

\* No. = Number

\* GP = Grade Point

Even when you fulfill both conditions i.e. passing the entrance exam and achieving the required GPA, you may not be successfully admitted your extension due to the limitation of the government budget.

※Note: The MEXT scholarship extension application period usually held in around May is only for those who have come to Japan as research students and are expected to be enrolled as regular students in the following October.

### **7-2 University Recommendation (IPADS MEXT Master's Course)**

The MEXT scholarship (University Recommendation) master's students would like to apply for the doctoral course can also apply for the extension as the IPADS is selected a special program. However, not all students can apply for it, the number of students we recommend is limited. The selection is held at Round 1. Please ask the details to the IPADS Office.

### **8. Return ticket**

If you had received a flight ticket when you came, the return ticket will be provided when you successfully finish the master's course or doctoral course (including "MANTAI") within the scholarship period. However, the return ticket will not be provided under the following circumstances regarding your leaving Japan:

- If you do not return home by the specified date.
- If you do not apply for the return ticket by the deadline.
- If you do not return home by the end of the scholarship period.
- If you leave Japan in the middle of the scholarship period due to personal reasons.
- When you leave Japan temporarily (vacation, visit your family, etc.)
- If you continue to stay in Japan after the scholarship period (being employed in Japan, etc.).
- If you receive travel expenses from an institution other than MEXT.
- If you go to a different country that is not your home country.

### **9. Declining the MEXT Scholarship**

Several documents are required including a letter from your supervisor. If you would like to leave the university while you are receiving the MEXT scholarship, please come to our office to check the required procedure.

Rules may change during your student period, please always pay attention to emails from the office and please update your contact address on your UTAS when it changes.

<https://utas.adm.u-tokyo.ac.jp/campusweb/campusportal.do>

## About the handling of personal information

Under the foreign student stipend payment system devised by the Japan Student Services Organization, payment of Japanese Government (Monbukagakusho: MEXT) Scholarships (scholarships for Japan-Korea Joint Exchange Program for Students in the Science and Engineering Departments) will be transferred into your personal savings account.

The person(s) in charge of academic affairs will need to register your personal information (full name, gender, date of birth, college/faculty/graduate school with which you are affiliated, your individual MEXT scholarship number, and account information) into the foreign student stipend payment system in order to carry out the payment operations. In other words, the personal information registered into this system is to be used for the purpose of scholarship payment operations.

Moreover, within a reasonable range of its usage objective, such information about MEXT Scholarship students (Japan-Korea Joint Exchange Program for Students in the Science and Engineering Departments) will be provided, in response to necessity, to the MEXT, the Japan Student Services Organization, the university where the student is registered, financial institutions, and the site commissioned for operations. It may also be provided in cases of inquiries from administrative institutions or foundations for the public in order to prevent overlapping scholarship payments, but it will not be used for any other purpose.

If you cannot consent to this handling of your personal information in concern with payment of your MEXT (Japan-Korea Joint Exchange Program for Students in the Science and Engineering Departments) Scholarship, please report this to the university clerical staff in charge.