

*GUIDELINE FOR
2015 ITO SCHOLARSHIP
AWARDS*

*ITO FOUNDATION
FOR
INTERNATIONAL EDUCATION EXCHANGE*

This guideline is only distributed to the affiliated universities whose students are eligible to apply for ITO Foundation Scholarship.

About the Foundation

History and Mission of the Foundation:

The ITO Foundation for International Education Exchange was established to realize the wishes of the late Master Shinjo Ito, founder of the Shinnyo-en Buddhist order.

Shinjo Ito took the decision to devote himself fully to the religious life in 1936, at the age of 30. Having mastered the Buddhist traditions and attained the rank of Great Acharya at Daigoji, head temple of the Shingon school, he established a lay Buddhist order in the city of Tachikawa, Tokyo, Japan. The new order was based on the last teachings of the Buddha as given in the Mahaparinirvana Sutra. Shinjo passed away in 1989.

Shinjo's global outlook demonstrated a deep understanding of the need for education. During his lifetime, he supported academic research, encouraged community service, and promoted schools in developing countries.

The ITO Foundation for International Education Exchange was established to fulfill Master Shinjo's wish to support young people with Integrity, Talent, and Originality (ITO). Scholarships are awarded to promote mutual understanding between Japan and other nations, with the ultimate aim of nurturing people who can contribute internationally.

Established

February 28, 1991

(Date of authorization from the Ministry of Education, Science, and Culture)

Transition to a Public Interest Foundation

November 1, 2010

(Date of authorization from the Cabinet Office of Japan)

Endowment

¥1,600,000,000

Member of ITO Foundation for International Education:

Chairperson

ITO, Yasuhiro

General Adviser, Shinnyo-En

Trustees

IKEDA, Yoshitaka

Professor, Konan University

ISHIGURO, Seiji

Professor, National Institute Science for Fusion

KAGEYAMA, Akira

Professor, Kobe University

MAGOSHI, Emiko

Professor, J.F. Oberlin University

OTOMO, Yasuhiro

Professor, Tokyo Medical and Dental University

Auditors

MORIKAWA, Masamichi

Partner, Deloitte Touche Tohmatsu LLC, Certified Public Accountant

WADA, Masataka

Lawyer

Councilors

KOBAYASHI, Takashi

QMS/EMS Lead Auditor, DNV Business Assurance, Japan

ODAKA, Toshihiko

Fellow Emeritus, Hitachi, Ltd.

SATO, Tetsuya

Member of Science Council of Japan

TACHIKAWA, Soichi

Professor Emeritus, Fujita Health University

YABUUCHI, Satoshi

Professor, Tokyo University of the Arts

YAMAMOTO, Takako

Professor, Kobe Women's College

(As of May 1, 2014)

About the Scholarship

Number of Recipient----- 1

Duration of Scholarship----- Maximum of 2 years

Award Amount

Outfit Allowance	¥250,000 (Deposited only once at the beginning of scholarship period)
Living Stipend	¥160,000 per month
Tuition	Actual amount (not exceeding ¥2,000,000 per year)
Travel Expenses	Actual amount (Paid not exceeding the limit for each fiscal year when visiting Japan and when returning to your home country after the scholarship period.)

Application Procedures

Eligibility for Application:

Applicants must meet the following criteria:

1. That they have been recommended by the affiliated universities.
 2. That they have a nationality of the country in which the affiliated university locates, and also they intend to enter a university or an equivalent organization in Japan as regular or research students of graduate schools (a master's program) from the spring or fall of 2015. The field of research is not limited.
 3. That their academic records and characters are excellent and that they need financial assistance.
 4. That they are able to attend the orientation session after they arrive in Japan as scholarship recipients of the Foundation.
- ※ It is preferable that applicants can speak and read Japanese to some degree, but it is not mandatory.

Method of Application:

Documents Required

1	Application Form
2	Transcripts of Grade
3	Official Letter of Recommendation
4	Study Proposal
5	Admission to Japanese University (if you have already been matriculated at the Japanese University)

Applicants should send the above documents to the affiliated university. For details, refer to following clause.

1. **Application form** (A4 sized paper 4-1~4-4) . **Two ID photos** (size should be 2 inches by 1.5 inches) ---glue one photo to the application form. One's name should be written on the back of the second photo and attached to the application form with a paper clip.
2. **Transcript of grades**
Submit official academic transcripts from all colleges and universities the applicant has attended, beginning with undergraduate education. Photocopies will not be accepted.
3. **One official letter of recommendation** from applicant's academic advisor at the affiliated university the applicant belongs to.
4. **A study proposal**, describing the following 7 items by Microsoft Word.
 - ① Abstract of your graduation thesis or the research subject you have mostly focused on at your university (you belongs to) (300~500 words)
 - ② The theme and content of your research in the Japanese university
 - ③ How your research can contribute to society
 - ④ Significance to conduct the research at a graduate school in Japan
 - ⑤ The reason why you chose your first-choice Japanese university (Please summarize ②~⑤ in 500~700 words)
 - ⑥ Your plan after completing a graduate study in Japan (50~200 words)
 - ⑦ What you would like to achieve as an ITO scholarship student (50~200 words)
5. **Admission to Japanese university** where the applicant will study (only for those who have obtained it). If the applicant has not been accepted yet at the time of application, make sure to fill in information regarding application deadlines.

Note:

1. We recommend that you should contact universities which you plan to apply for soon because Japanese universities tend to close their application period very early, and acquire the information on application deadline of each university and other necessary information to apply to them smoothly.
2. Do not bend the application form when you send to the Foundation.
3. Application forms and accompanying documentation shall not be returned to the applicants.
4. Registering at Japanese universities where scholarship recipients are admitted to, visa applications, and any housing arrangements they need to make are solely the responsibility of the recipients. Please note that the Foundation is involved in only the scholarship award.

Application Deadline:

Selection Process

Method of Selection:

Recipients will be selected by the Foundation's selection committee on the basis of application materials and relevant documents.

Selection of Recipient:

After the selection committee examines the application papers, the Chairperson of the Foundation will finalize the selection upon the consent of the board of trustees, on condition that the recipient shall complete the submission of the following documents and that he/she will arrive in Japan before the class of 2015 at the university the applicant goes to starts.

1. Written Pledge
2. Other certificates and documents the Foundation regards necessary

Notification of Selection:

Notification of selection shall be sent to the university you belong to in **March 2015**.

Additional Information

Orientation:

Scholarship recipients will be provided with an orientation session to explain about necessary procedures. The Foundation will contact the recipients and decide on when to hold the orientation after the recipients' arrival date in Japan is fixed.

Documentation Requirements during the Scholarship Period:

The recipients must submit the following documents during and at the end of the scholarship period:

1. Certificate of enrollment at the university (once every academic year)
2. Research report and abstract (once every year)
3. Report on student life (once every half year)
4. Certificate of academic records (once every academic year)
5. Final report

Requirement of Reporting Changes:

Scholarship recipients must notify the Foundation any of the following occur, prior to such occurrence.

1. Change in name, address and/or other major items stated in the application form.
2. The recipient moves for an extended period of time from the residence stated in the document filed after coming to Japan.
3. The recipient leaves Japan for any period, long or short.
4. The recipient takes a leave of absence from, transfers from or leaves the university.
5. The recipient receives a notice of suspension from the school or other disciplinary action.

Suspension or Termination of Scholarship:

In any of the following events, the Scholarship will be suspended or terminated:

1. Any falsehood has been discovered in the information provided in the application form and/or accompanying documents.
2. The recipient has repeatedly violated any of the provisions set forth by the Foundation and has not shown a conscientious effort to improve.
3. The recipient has taken a leave of absence from, transfers from or leaves the university.
4. The recipient has received a scholarship or other privileges from other institution(s) than this Foundation.
5. The recipient has been found to be unworthy of receiving a scholarship from the Foundation due to poor academic performance and/or general conduct.
6. The recipient has significantly harmed the Foundation's reputation.

Return of Scholarship:

In the event of any of the items listed in the preceding section, or in the event of any of the following items, the recipient shall return all or part of the scholarship money that has been awarded:

1. The recipient has left Japan for his/her personal reasons. The amount to be returned will be the living allowance corresponding to the period of absence.
2. Other circumstances deemed reasonable for the return of scholarship.

Request from the Foundation:

We strongly wish to create a long lasting relationship with our scholarship students after they have completed their scholarship periods. We will greatly appreciate your cooperation as advisers to future scholarship students.