Direct Application：Requesting the University's approval/recommendation
or other administrative procedures

Student Office

Students planning to directly apply to an external organization for a scholarship should read this document carefully and promptly complete the procedures below if any of the following applies.

➢ Your application requires the University's official Inkan (seal) on your application form (i.e. APU President's seal or the University's seal).

➢ Your application requires the University to fill out your academic record and/or information concerning your recommendation for the scholarship, etc.

➢ Your application needs to be sent to the scholarship organization directly from the University via postal mail or email.

➢ Your application requires other procedures that must be completed by the University than those listed above.

※ You do not need to complete the following procedures if your application does not require any of the above.

(i.e.：You do not need to complete the following procedures if your application requires a recommendation letter (and inkan) from your supervisor but does NOT require the University's inkan (seal). Please contact your supervisor directly to explain about your scholarship application and obtain the necessary documents on your own.)

■ Application requirements to receive the University's approval/recommendation for your scholarship application.

You must meet **all** the requirements listed below.

1. Academic Criteria

   ① Your Cumulative GPA must be equal to or higher than the GPA below

	Semester (as of 2021 Spring Semester)						
	2	3	4	5	6	7	8
APS	3.38	3.12	3.14	2.71	2.89	2.60	2.93
APM	3.35	2.96	3.06	2.70	2.97	2.52	2.93
GSAM	3.28	3.42	3.48				
GSMM	3.27	3.33	3.31				
GSAD	4.00	3.62	3.36	3.92	3.88		

(2) Minimum number of completed credits (Undergraduate students only)

Semester of completion	1	2	3	4	5	6	7	8
Total number of completed credits	16 credits	31 credits	47 credits	62 credits	78 credits	93 credits	109 credits	Not qualified

※ The student's academic progress that semester will be assessed in the case of 1st semester students.

2. Character and Other Criteria

① A student who is able to ask their supervisor for a letter of recommendation and provide it to the University. (A faculty member who supervised your extracurricular activities can write you a recommendation unless the scholarship organization requires you to submit a letter from an academic supervisor. Please consult with the Student Office if you are unable to reach your supervisor while he/she is on vacation or for other reasons.)

② A student who understands the application contents and is able to independently complete the application procedures to the best of their ability.
Scholarship organizations assume that applicants understand the application information and will fill out the application themselves. The scholarship organization may contact you directly in the language used to apply, however, please be aware that the University will not provide any translation/interpreting support from this point onward.

③ The followings students are not eligible to submit an application for the University's approval/recommendation:

a. Students whose lack of morality and/or impaired sense of responsibility makes them unsuitable scholarship recipients.

b. Students who have not completed requirements dictated by University Rules, such as a regular health check.

c. Students who have already been selected as a recipient or has applied for another scholarship that does not allow recipients to simultaneously receive other scholarships.

■ Procedures to Request the University's approval/recommendation or other administrative procedures

1. Consult with the Student Office (Deadline: Approximately three weeks prior to the scholarship submission deadline.)

(1) Be sure to fully understand the application information and requirements for the scholarship you are applying for.

(2) Fill out the "Application Form for the University's Approval/Recommendation or Other Administrative Procedures for External Scholarships (Direct Application)" (Click here to download)

(3) Come to the Student Office to consult with staff.

What to bring:

      ①Scholarship Application Information and Forms

      ②Application Form for the University's Approval/Recommendation or Other Administrative Procedures for External Scholarships (Direct Application)

      ③Academic Record (Bring a copy of the Campusmate screen or show staff the Campusmate screen on your phone or other electronic device.)

2. Submit the Scholarship Organization's Application Documents (Deadline: Two weeks prior to the submission deadline)

    Submit the completed scholarship application documents, including recommendation letter(s), to the Student Office.

    ※ You will need to obtain a comment from your supervisor recommending you for the scholarship even if such a letter is not required to apply in the case that you need the University's inkan (seal) to apply.

3. Internal Screening

Interviews may be conducted by University staff as necessary.

4. Notice of Results / Application Document Submission

The Student Office will notify students with the results after their "Application Form for the University's Approval/Recommendation or Other Administrative Procedures for External Scholarships (Direct Application)" has been screened.

If the application is approved, the student and the University will immediately get started on completing the application forms (inkan, etc.) in order to submit the application documents to the scholarship organization.

5. Receipt of Results from the Scholarship Organization

Students must report their scholarship results to the supervisor who wrote the recommendation letter as well as the Student Office within a week from the day they received the results from the scholarship organization.

■ Inquiries:

Student Office, Scholarship Team (External Scholarships)

Email: apusch@apu.ac.jp

TEL: 0977-78-1124 (Weekdays10:00-16:30)