ATTN: International Students

Tips on preparing scholarship applications and undergoing interviews

Scholarship application documents

-Complete all items.
(Enter "None" (or "0" for amounts) for items not applicable to you.)
-Do not abbreviate your undergraduate/graduate school's name.
-Use a black ballpoint pen.
-Answer all items accurately (e.g. income, expenses; excluding estimates).
-If you have questions, ask your academic advisor or the person in charge of scholarships in your department.
-As a matter of courtesy, please fill in at least 50~80% of the space provided for short answers/short essays.
-Double check your application to make sure that no items/supporting documents are missing. Your acceptance or rejection depends on the documents you have prepared; explain yourself to the reader clearly. Be aware that if information provided in your application is found to be untruthful, you will be disqualified.
-When applying for an extension, prepare a new application. Do not reuse an old application.

Interview

-First impressions are very important. Observe Japanese etiquette on greetings at the beginning and end of the interview.
-Wear appropriate attire for the interview (e.g. a suit (jeans strictly prohibited); men should wear neckties).
-Rehearse answers to questions you are likely to be asked (self introduction, reason for studying in Japan, what you are studying/researching, how you will use the scholarship etc.).
Make a copy of your completed scholarship application in advance, and be prepared to provide more details about the answers you provided. If asked a difficult question, do not be afraid of making mistakes in Japanese. Just try your hardest to express yourself.
-Confirm the venue for the interview in advance and arrive there at least 5 minutes early.
-What to bring
A copy of your completed scholarship application, writing utensils, schedule book or notepad, student ID, Residence Card, handkerchief, pocket-sized pack of tissues (anything else you think you will need)

After being awarded a scholarship

Thank-you letter/e-mail

-Please send a thank-you letter (or e-mail) promptly.
-When sending the thank-you note by e-mail, to avoid appearing rude do not just send a curt message; provide a greeting and report of your recent activities.

Other

-Please attend any events, such as exchange activities etc., held by the scholarship organization.
-If sent a request or inquiry, do not think only of your own convenience. Consider the situation of the other party and provide a polite reply.
-President Fellowship scholars who are also selected to receive private scholarships may be required not to submit their exemption applications. Please inquire with the staff

in charge of scholarships at your graduate school.

・If you wish to apply directly for, or extend, a scholarship, please inform the staff who handle scholarships in your department.

Be aware that you are Tohoku University's representatives at your scholarship organizations. Please be courteous in your dealings with them.

Tohoku University
Education and Student Support
Department, Student Exchange Division
International Education Section