

## Instructions for completing the application form

The files were created using Microsoft Excel 2003. Depending on your version of Excel, some cells may not be aligned correctly. As they do not function correctly on a Macintosh, please be sure to use Windows.

### 1. Downloading the files

Download the file from the indicated webpage and save to your desktop.

N.B. There are 3 different files; please use the application form that applies to you.

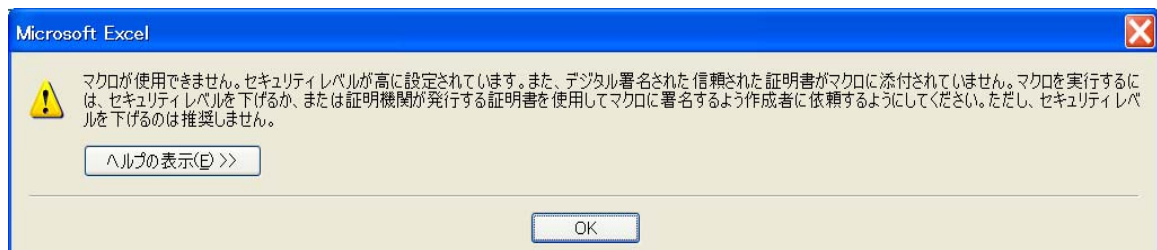
- ① 延長区分Ⅰ～Ⅲ申請書ファイル.xls
- ② 延長区分Ⅶ、Ⅷ申請書ファイル.xls
- ③ 国内採用申請書ファイル.xls

### 2. Enabling macros

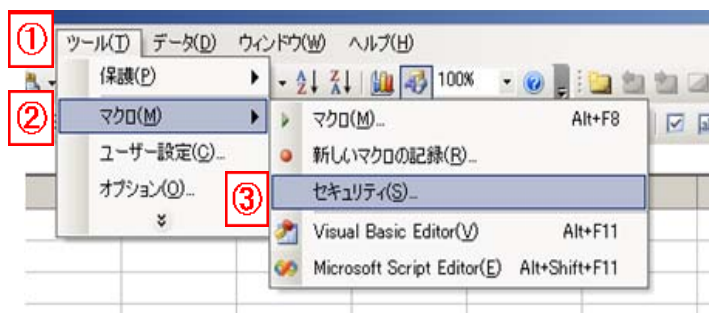
Macros are used in this file. As a result, the 2 dialog boxes (warning messages) below may be displayed. If they are displayed, apply the following settings.

#### 【Dialog box 1】

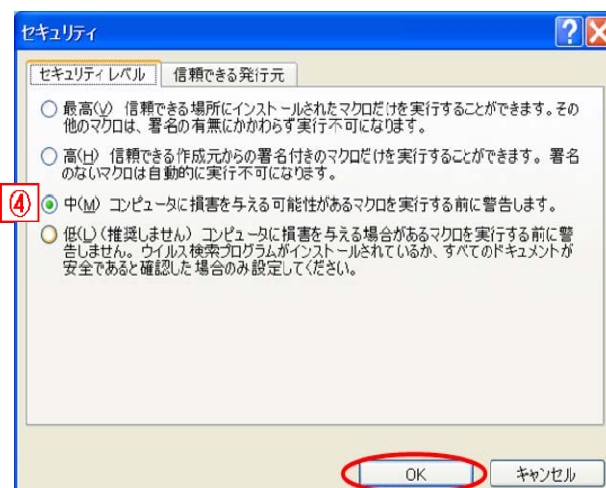
If you get the dialog box “the macro cannot be found”, click OK and apply the following security settings.



Select ① Tools -> ② Macros -> ③ Security

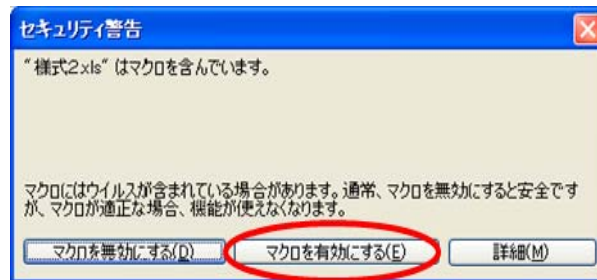


④ Select security level “medium”, click OK.



## 【Dialog box 2】

If you get the dialog box "Security warning", ① Select "enable macros".



This will enable the macro. It may take up to one minute to complete.

## 3. The screen

### ① "Check" button

Use this to check whether the information you have entered is incomplete or incorrect.

### ② Entry fields

Enter the required information in the cells below each question.

### ③ Different sheets

Each part of the application form has been created on a separate sheet.

## 4. Inputting data

### ① Enter the required information

Enter the information in the cells below the question or select from the drop-down menu.

|   | A   | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q            | R | S | T | U | V | W | X | Y | Z | AA | AB | AC | AD | AE | AF | AG            | AH | AI | AJ | AK | AL | AM | AN | AO | AP |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|--------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|---------------|----|----|----|----|----|----|----|----|----|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|
|   | 奨学金支給期間延長申請書(申請区分Ⅰ～Ⅲ)   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |               |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| ◆ INSTRUCTIONS (記入上の注意)   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |               |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| ①   | This application must be written in either Japanese or English.(日本語又は英語で記入すること。)  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |               |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| ②   | Numbers should be in Arabic numerals (数字は、算用数字を用いること。)  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |               |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| ③   | Years should be written using the Anno Domini system.(年号は、すべて西暦とする。)  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |               |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| ④   | Proper nouns should be written in full and not abbreviated.(固有名詞は、すべて正式な名称とし、一切省略しないこと。)  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |               |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| ⑤   | For the scholarship payment period, write the period from April 2011 (or October, etc.) until the end of the standard course duration of the course of study in which you intend to enroll.(奨学金支給期間については、2011年4月(又は10月等)から在籍(学年)進行含む。)予定の課程の標準修業年限終了までの期間を記入すること。)  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |               |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| ⑥   | Personal data entered in this application will only be used for scholarship selection purposes, and contact information such as e-mail addresses will only be used for forming related human networks after the student returns home and for sending information by the Japanese Government.<br>(本申請書に記載された個人情報については、本奨学金の選考のために使用するほかは、特にE-mailアドレス等の連絡先については、帰国後における関係者のネットワークを作ること、及び必要に応じ日本政府より各種情報を送信する以外には使用しない。) |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |               |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| 1   | Name in full in Roman capital letters (Please write your name exactly as it appears in your passport).<br>(氏名(ローマ字大文字)※つづりはパスポート表記と同一にすること。)  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |               |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
|   | [Redacted]  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | [Redacted]   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    | [Redacted]    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  | Sex (男/女)<br>[Redacted]                   |  |  |  |  |  |  |  |  |  |
|   | (Family Name)   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | (First Name) |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    | (Middle Name) |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  | (Marital Status)<br>(既婚/未婚)<br>[Redacted] |  |  |  |  |  |  |  |  |  |
| 2   | Nationality<br>(国籍)<br>[Redacted]   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |               |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| 3   | Date of birth<br>(生年月日)<br>[Redacted] / [Redacted] / [Redacted]<br>Year (年) Month (月) Day (日) Ages as of April 1, 2011 ※年齢は、2011年4月1日現在   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |               |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| 4   | Present address<br>(現住所)<br>[Redacted]  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |               |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| Telephone number (電話番号) [Redacted] E-mail address (Eメールアドレス) [Redacted] |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |               |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |

### Selecting from the drop-down menu

r as it appears in your passport).  
こと。)

|               | Sex(男・女)   | Marital Status<br>(既婚・未婚) |
|---------------|--|---------------------------|
| (Middle Name) | <div style="border: 2px solid red; padding: 2px;">male</div> |                           |

male

## IV. ANALYSIS

(既婚・未婚)

② Research plan or research status + study plan sheet

(研究計画又は研究状況)

Check

For the research plan of your intended graduate school, create a "research plan or research status sheet" either in Japanese or English. (Within 90,000 characters)  
進学先研究科での研究計画について、日本語又は英語で作成すること。(90,000文字以内)

|   |   |
|---|---|
| 五 | 籍 |
|---|---|

底 多

 テーマ |

Please insert your  
research plan or  
research status here.

[illegible]

For the research plan of your intended graduate school, create a "research plan or research status sheet" either in Japanese or English. (Within 90,000 characters)  
進学先研究科での研究計画について、日本語又は英語で作成すること。(90,000文字以内)

|   |   |
|---|---|
| 五 | 籍 |
|---|---|

底 多

 テーマ |[illegible][illegible]

### ③ Save temporarily as draft

To save while you are working, please save in the usual way.

## 5. Checking inputted data

① Once you have entered the required information, click "check" to check your data.

The screenshot shows a spreadsheet interface for a scholarship application. The title is '奨学金支給期間延長申請書(申請区分Ⅰ～Ⅲ)'. A 'Check' button is highlighted with a red box and a circled '1'. Below the instructions, a Microsoft Excel dialog box is open with the message 'The input data check begins.' and 'OK' and 'キャンセル' buttons. The 'OK' button is highlighted with a red box and a circled '2'.

② After clicking "check", the above dialog box will appear. Click OK.

N.B. The input data check is performed only on questions that would significantly affect your application if left unanswered. This check is not performed on other questions, but please be sure to check that you have not missed out any required course information.

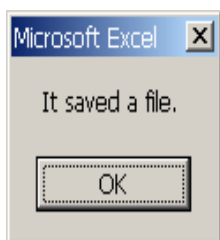
### ③ Correcting input errors

If data has been incorrectly inputted, the corresponding cell will be shown in red. Having determined the nature of the error, please correct it.

Once you have corrected the error, repeat step 5. ①.

The screenshot shows the same spreadsheet interface. The 'Check' button is still visible. Below the instructions, a Microsoft Excel dialog box is open with the message '氏名(ローマ字)入力エラー' and '性別入力エラー'. The 'OK' button is highlighted with a red box. Below the dialog box, the input fields for 'Family Name', 'First Name', 'Middle Name', and 'Sex' are highlighted in red, indicating input errors.

- ④ If the data has been inputted correctly, a dialog box will appear telling you that the application form has been saved. Click OK.



Once you have inputted the data and performed the check for all sheets, please submit the application form.

**If you applied changes to your security settings (dialog box 1), you are advised to reapply your original settings once you have completed and submitted all files.**

## 6. Points to note for college of technology students and specialized training college students

- ① In the file named 奨学金支給期間延長申請書 (区分Ⅶ・Ⅷ), there are separate sheets for VII and VIII application forms.

- ② Use the sheet that applies to you, depending on whether you are applying under VII or VIII. Please be sure to check the box in the top righthand corner next to either “申請区分Ⅶの場合はこちらにチェック” or “申請区分Ⅷの場合はこちらにチェック”.

N.B. If you do not check this box or if you check the wrong box, you will not complete the correct application form.

Microsoft Excel - 奨学金支給期間延長申請 高専・専修 申請書.xls [読み取り専用]

ファイル(F) 編集(E) 表示(V) 挿入(I) 書式(O) ツール(T) データ(D) ウィンドウ(W) ヘルプ(H)

質問を入力してください

100% Times New Roman 10.5

奨学金支給期間延長申請書(申請区分Ⅶ)

INSTRUCTIONS (記入上の注意)

5 This application must be written in either Japanese or English. (日本語又は英語で記入すること。)

6 Numbers should be in Arabic numerals. (数字は、算用数字を用いること。)

7 Years should be written using the Anno Domini system. (年号は、すべて西暦とする。)

8 Proper nouns should be written in full and not abbreviated. (固有名詞は、すべて正式な名称とし、一切省略しないこと。)

9 For the scholarship payment period, write the period from April 2011 (or October, etc.) until the end of the standard course duration of the course of study in which you intend to enroll. (奨学金支給期間については、2011年4月(又は10月等)から在籍(学年進行含む。)予定の課程の標準修業年限終了までの期間を記入すること。)

10 Personal data entered in this application will only be used for scholarship selection purposes, and contact information such as e-mail addresses will only be used for forming related human networks after the student returns home and for sending information by the Japanese Government. (本申請書に記載された個人情報については、本奨学金の選考のために使用するほかは、特にE-mailアドレス等の連絡先については、帰国後における関係者のネットワークを作ること、及び必要に応じ日本政府より各種情報を送信する以外には使用しない。)

11

12 Name in full in Roman capital letters (Please write your name exactly as it appears in your passport). (氏名 (ローマ字大文字) ※つづりはパスポート表記と同一にすること。)

14 Sex (男・女)

15 ( )

16 (Family Name) (First Name) (Middle Name)

17 Marital Status (既婚・未婚)

18 ( )

19 Nationality (国籍)

20 ( )

21 Date of birth (生年月日) 19 / / ( )

22 Year (年) Month (月) Day (日) Age (as of April 1, 2011) ※年齢は、2011年4月1日現在

23 Present address (住所)

① 期延長申請書Ⅶ 本人 / 期延長申請書Ⅷ 本人 / 学習計画書 / 推薦調書 / 指導教員の意見書 / 学業成績係数が算出出来ない理由

② 申請区分Ⅶで申請の場合はこちらにチェック

Check