

Rotary Yoneyama Memorial Foundation
Information on 2026FY Application

The following information is for those who wish to apply from Saitama University. Since the application will take during the summer break, we strongly suggest to read the information below, not to miss the application procedure and deadline.

Name of Foundation	Rotary Yoneyama Memorial Foundation
Eligibility Requirements	<u>Applicants must meet all the following :</u> - Non-Japanese, non-permanent resident who will be enrolled in the following years of the degree program in Saitama University as of April, 2026: - Undergraduate : 3rd or 4th year - Master's : 1st or 2nd year - Doctoral : 2nd or 3rd year - Self-financed students with "Student" Visa status (Other Visa status holders may apply under the circumstance of changing the Visa Status to "Student" after being accepted by the foundation) - Born after April 2, 1981 (age under 45) <u>The following are ineligible :</u> - Former recipients of Rotary Yoneyama Scholarship - Holders of scholarships from any other scholarship program for the duration of the Rotary Scholarship. (Tuition Exemption from the university may not be subject to this limitation.) - Those who plan to leave Japan or take a leave of absence from school that exceeds the number of days of limitation set by the foundation. An overview is provided below, but please refer to the application guideline for detail. -The total period of time allowed to leave Japan is 60 days per year but if the supervisor approves the need, a total of 90 days will be allowed. -To study abroad for a short period of time, you may take a leave of absence for up to 185 days within the scholarship period.
Application Period	Eligible applicants may submit the necessary documents to the Office of International Affairs starting from the time of opening until the following deadline. <u>【Deadline】 September 19 (Fri), 2025 11:00</u> Documents submitted after the deadline will not be accepted. Please read the documents carefully and ensure that they are complete. <Number of applicants to be selected as nominees> 35
Selection Criteria	【University Criteria】 - Applicant's transcript records, financial situation, quality of written essays etc. - Applicant's Japanese proficiency *University will hold interviews as a pre-screening process to the students who are enrolled in programs that award academic degrees in English. 【Foundation Criteria】 - Those who are interested in the activities of Rotary, and willing to cooperate with the members of the foundation - Those who are able to communicate in Japanese(All interviews and activities at the foundation are conducted in Japanese) * If you are unsure about the Japanese proficiency and would like to know about your qualification, it is strongly suggested to consult with our office prior to your application. You may also consult with Prof. Nakamoto (International Student Advisor) to receive any kind of advice regarding your Japanese proficiency.
Application Documents	*All documents must be hand written in Japanese. - Application Form / Resume - Research Plan : in Japanese with 500 – 800 letters 【Theme】 Undergraduate : " Current study / Course Registration Status or plans " Graduate : "Research Plan or Current Research Situation" - Essay : in Japanese with 500 – 800 letters 【Theme】 "Why chose Japan to study abroad? Your plans after graduation" Before submitting 2 and 3, please ask your supervisor or an equivalent teacher to a supervisor to check it out. - Academic Transcript : Current program including Spring 2025 (disclosed after August 22, 2025), or the most recent one available for new students (attach an English/Japanese translation if it's written in any other language) - Copies of Student ID card (current SU students) and Residence card (both sides) *Be sure to have your current address stated on your residence card. If your address is not updated, you must go to the ward office to change the stated address. - Prospective students must submit the acceptance letter from SU. Current SU students who have not yet taken the entrance exam must declare the date of submission.

	7. Copy of the documents showing your financial situation for the past 3months (e.g. copies of bank books, bank statements, etc.) 8. Application Entry Sheet: Please fill out and submit the prescribed form below. Current SU Student → https://forms.office.com/r/uPtXiM3LC1 Prospective students → https://forms.office.com/r/UnpMxgCUwm Photo (jpeg, gif, png) : Please attach the data to "8. Application Entry Sheet". 9. *Prospective students should submit this separately by email as it cannot be uploaded in above Forms (address; ryugaku@gr.saitama-u.ac.jp). Taken within the last 3 months. Within 1MG. A photo facing straight at the camera 4.0cm x 3.0cm. The file name should be "Student ID Number_Name in Katakana_Photo".
How to Apply	Submit the necessary documents to the Office of International Affairs counter. "8. Application Entry Sheet" and "9. Photo" must be submitted through the designated Forms - Applications will be declined if not correctly completed and submitted. All missing documents and / or revised documents must be resubmitted by the application deadline. <u>If you fail to submit any of the required documents by the deadline, the application will NOT be accepted.</u> Please remember that your documents may be incomplete. We strongly suggest you not to wait until the last minute to submit your application documents. - University will hold interviews as a pre-screening process to the students who are enrolled in programs that award academic degrees in English. Applicant in this subject will be invited to a zoom interview when a confirmation mail is sent. You must reply within 24 hours to schedule an appointment. Failing to attend the interview will make the application incomplete, thus will not be considered. - Result of the screening will be announced via E-mail. - Selected nominees must reply within 24 hours after the notice of selection in order to receive further instructions. Anyone who fails to reply by the deadline will be considered as to be declined. Submission by e-mail will be permitted ONLY for SU Students being away from Japan. Please follow the instruction below. Prospective students who are not living in Japan at the time of application are not eligible to apply - Scan ALL the documents in PDF file. Attach the soft copy to the mail and send it to the Office of International Affairs : ryugaku@gr.saitama-u.ac.jp *Student ID may be sent by photo, but must be attached along with the other documents (do NOT paste the photo directly to the mail). - E-mail must be sent with the title, "Rotary Scholarship Application / applicant's name". Please be sure to indicate your name, student ID number and your current situation including the date of coming back to Japan in your mail. (If the applicant is not present at the time of the Foundation interview in January, he/she may be asked to withdraw from the application) After returning to Japan, submit the original hard copy to the office. - Applications will be declined if not correctly completed and submitted. If there is any problem or missing documents in your application, notice mail will be sent and the application will be considered as incomplete. All missing documents and / or revised documents must be resubmitted by the application deadline. <u>If you fail to submit any of the required documents by the deadline, the application will NOT be accepted.</u> Please remember that your documents may be incomplete. We strongly suggest you not to wait until the last minute to submit your application documents. - When the application is accepted, a confirmation mail will be sent to you. *Contact the Office if you do not receive any confirmation mail within 3 business days. - University will hold interviews as a pre-screening process to the students who are enrolled in programs that award academic degrees in English. Applicant in this subject will be invited to a zoom interview when a confirmation mail is sent. You must reply within 24 hours to schedule an appointment. Failing to attend the interview will make the application incomplete, thus will not be considered. - Result of the screening will be announced via E-mail. - Selected nominees must reply within 24 hours after the notice of selection in order to receive further instructions. Anyone who fails to reply by the deadline will be considered as to be declined.
Place to Submit / Contact	Office of International Affairs E-mail : ryugaku@gr.saitama-u.ac.jp TEL : 048-858-3011