

# Scholarship Guide for fiscal 2020 (Direct Application)

## Scholarship Program Overview

### 1) Amount of scholarship

Annual sum of ¥2.0 million, ¥1.5 million or ¥1.0 million, determined on the basis of evaluations by our selection committee.

Annual sum of ¥500,000 for applicants receiving scholarships or benefits from other sources.

Note: A scholarship recipient's failure to make satisfactory academic progress or any unethical or immoral behavior or illegal act by the recipient may result in a reduction or withdrawal of his/her scholarship.

### 2) Period covered by scholarship

One year: From April 2020 to March 2021

\* Recipients must be enrolled in their university for the entire period covered by the scholarship.

Recipients may apply for a renewal of their scholarship for up to two times, for a total scholarship period of three years.

### 3) Applicant categories

1. New applicants: Applicants who have not previously received a scholarship from the Foundation

2. Renewing applicants: Applicants who have previously received a scholarship from the Foundation

\* For renewing applicants, we accept only those who had enough achievements and advancements over the past one year.

\* Copying of the past application materials will cause you to be disqualified.

### 4) Grounds for withdrawal of scholarship support

(1) The scholarship recipient withdraws from school.

(2) The recipient takes a leave of absence from school or does not attend classes for an extended period.

(3) The recipient fails to advance toward his or her degree or is at risk of failing to meet graduation requirements.

(4) The recipient is not expected to graduate due to injury or illness.

(5) The recipient fails to make satisfactory academic progress or engages in unethical behavior.

(6) Circumstances render the scholarship unnecessary.

(7) Circumstances other than the above arise that disqualify the recipient.

(8) The recipient is expelled from school for disciplinary reasons.

(9) The recipient otherwise ceases to meet scholarship criteria.

## Eligibility

(1) Applicants must be self-supporting international students residing in Japan with "college student" status and must be 38 years old or younger as of April 1, 2020.

(2) Applicants must be enrolled in an official degree program at a university or graduate school in Japan and pursuing studies in a field directly relating to human health (such as medicine, pharmacology, biology, nutrition, physical education, or engineering {\*applicants will be disqualified unless the relationship with medicine/pharmacology is clearly stated in the Scholarship Application Form}) or business administration (for students from developing countries where business administration is not an established discipline, "international relations" is also acceptable). (Students in the first and second years of undergraduate degree programs are not eligible to apply. Third-and higher-year undergraduate students are neither eligible to apply, except for those with particularly excellent academic records, such as those with straight A's.)

- (3) Applicants must be highly motivated, possess an outstanding academic record, and demonstrate personal integrity.
- (4) Applicants must be involved in creative or innovative research.
- (5) Applicants must be able to have their supervising professor or other person provide appropriate guidance and pre-checking of the documents they submit to the Foundation (including application documents).
- (6) Applicants are not permitted to leave Japan for 40 or more days in total during the period covered by the scholarship.
- (7) Applicants must have an international perspective and demonstrate the ability to lead and serve as a bridge between Japan and other countries.
- (8) Applicants must demonstrate a need for financial aid.
- (9) Applicants must give full support and cooperations to events held by the Foundation and must contribute to building network between scholarship recipients.
- (10) Applicants must be motivated to study the Japanese language.
  - \* The Scholarship Application Form may be completed in English, but selection points will be deducted if applicants fail to show any motivation to study Japanese in the Scholarship Application Form and interview.
- (11) Applicants must meet the requirements specified in (1) to (10) above and other requirements stipulated by the Foundation.
  - \* Those who are unlikely to complete their studies within the standard period for completion are ineligible.

## Applications

We have introduced an Application Support System. Applicants must complete online submission then mail the original documents to the Foundation.

### 1) How to apply \*For more information, refer to the separate "Application Process" document.

**1. From the top page of the Foundation's website, choose "Apply Now" to enter the Application Support System. Follow the instructions under "Application Process" to enter your basic information and submit your Scholarship Application Form (excluding letter of recommendation), Academic Transcript, and Japanese translation (only if you completed the application form in English) as PDF files. (Do not upload papers or other undesignated documents.)**

\* Lack of pages or necessary documents will cause you to be disqualified. (The page with photograph should be scanned in colors.)

\* Be sure to attach a photograph to the Scholarship Application Form you submit online.

\* Be sure to use a scanner to digitize your form as a PDF file. (We do not accept PDFs created from photographs using smartphone applications and the like. Do not scan using horizontal [landscape] orientation.)

\* You will be disqualified if there are any differences between the content of the Scholarship Application Form and the basic information you entered. (Special attention should be paid to your name and research subject.)

You cannot cancel your online submission, so please be cautious when making online submission.

**2. Write the reference number issued after online submission in the required five spaces (refer to the "Application Process" document) on your application documents, and mail the documents to the Foundation.**

#### [Address]

Otsuka Toshimi Scholarship Foundation Office  
 Otsuka Group Osaka Headquarters Building  
 3-2-27 Otedori, Chuo-ku, Osaka  
 540-0021, Japan

Notes:

- \* You will be disqualified if there are any differences between the content of the Scholarship Application Form you submitted online and the one sent to the Foundation by mail.
- \* Documents submitted will not be used for any purpose other than the business of the Foundation.
- \* The documents will not be returned to applicants.

## 2) Application materials

### 1. Scholarship Application Form for your application category (Use the form designated by the Foundation, printed on a single side on A4 size paper. Please leave pages unstapled. You will be disqualified if the application form lacks any of the pages.)

- \* All documents other than the letter of recommendation must be handwritten in Japanese or English by the applicant (do not use erasable pen). Applications completed in English must be accompanied by a Japanese translation (those submitted without complete and accurate Japanese translation will be disqualified. You will also be disqualified if the Japanese translation fails to indicate the character counts of the sections that have predetermined character limits). If you are to submit the applications in English, make sure to read parts explaining about Japanese translation in our Application FAQs.
- \* Please note that application forms are different for new and renewing applicants, as well as for the medical fields and the business fields applicants. Your application will be ineligible if you do not use the correct form.
- \* Renewing applicants must not copy from a Scholarship Application Form submitted for a previous application.  
You will be disqualified if you copy any material from a previous application. Even if there has been no change in your future aspirations and research subjects, you should rewrite your application in new words.
- \* Applicants submitting application documents (including the contents of the Scholarship Application Form and Japanese translations) that appear not to have been checked appropriately by their supervising professor shall be disqualified.

### 2. Letter of recommendation duly signed by the recommender and placed in a sealed envelope for submission (letters written in English must be accompanied by a Japanese translation).

- \* If a professor is to recommend two or more applicants, please rank the applicants and state the reasons behind, then enclose the statement of reasons (推薦順位とその理由書) in the same envelope with the letter of recommendation. (This does not apply when only one applicant is recommended.)

### 3. Color photograph: 4.5 cm x 3.5 cm photo showing the applicant facing forward from the waist up, taken no longer than six months ago (Paste the photo to the application form.)

### 4. Academic transcript: Most recent transcript, with course titles, credits earned, grades or other evaluations of student performance, and explanations of what the evaluations mean. (Pass/fail records alone are not acceptable.) Send a transcript current as of the most recent year for which level evaluations or grade evaluations were made. (Student grade reports are not acceptable. A statement of reasons for not having grades in the institution currently attended is not acceptable.)

- \* At least one year's worth of academic transcripts are required. If your most recent transcript only covers half a year, submit the one from the previous year as well.

### 5. Student registration certificate (in Japanese) issued on or after April 1, 2020. Photocopies are not acceptable.

### 6. Certificate of residence: Official copy of full record issued on or after the call for applications is made. Photocopies, records that do not show "Nationality/Region" and "Status of Residence, etc." and records that include an Individual Number (nicknamed "My Number") are not acceptable.

### 7. [When applicable] Documents showing information on other scholarships and research grants: If the applicant is receiving a scholarship or research grant from another source between April 2020 and March 2021, include a copy of a document showing the name of the granting organization, the scholarship/grant amount and period, and other relevant information.

### 3) Application deadline

\* Please note that different application deadlines are set for new applicants and renewing applicants.

**1. New applicants: Applicants who have not previously received a scholarship from the Foundation**  
Online submissions: Thursday, March 19, 2020, 9:00 a.m. - Tuesday, April 21, 2020, 5:00 p.m.  
Submissions by mail: Must arrive at the office no later than Thursday, April 23, 2020, 3:00 p.m.

**2. Renewing applicants: Applicants who have previously received a scholarship from the Foundation**  
Online submissions: Thursday, March 19, 2020, 9:00 a.m. - Tuesday, April 14, 2020, 5:00 p.m.  
Submissions by mail: Must arrive at the office no later than Thursday, April 16, 2020, 3:00 p.m.

## Screening Process, Selection, and Scholarship Payments

### 1) Screening process

The screening process involves reviewing the application documents and interviewing candidates who pass the documents review. Scholarship recipients will be chosen by the Foundation's selection committee, with decisions finalized by the Board of Directors.

Applicants who do not pass the documents review will not be notified.

The interview portion of the process is generally carried out in early to mid July in Osaka or Tokyo.

### 2) Selection

Scholarship recipients will be selected and notified in early August.

Attendance at the certification ceremony planned on Friday, August 28 and Saturday, August 29, and submission of a Letter of Agreement are compulsory for official certification as a scholarship recipient.

### 3) Scholarship payments

Scholarship payments are generally made twice annually on predetermined dates in September (after the certification ceremony) and December. Payments will be deposited directly into the recipient's designated bank account.

\* In the 2020 academic year, the first of the two payments will be made around the middle of September.

### 4) Planned number of recipients

Approx. 90 in fiscal 2020 (91 students received scholarships in fiscal 2019, 85 in fiscal 2018)

## Scholarship type

1. The Otsuka Toshimi Scholarship is awarded with no obligation of repayment.
2. The Otsuka Toshimi Scholarship is free of any conditions related to post-graduation activities, including employment.

## Obligations of Recipients

Scholarship recipients are expected to fulfill the following obligations:

- (1) Comply with all rules stated in the Scholarship Guide and inform the Foundation promptly if they cease to satisfy any of the conditions for granting the scholarship.
- (2) Promptly notify the Representative Director of the Foundation if any of the following occurs:
  - i. Leave of absence, reinstatement, transfer or withdrawal from school
  - ii. Suspension or other disciplinary action
  - iii. Change in name, address or other important personal information
  - iv. Likelihood of repeating a year of study or not being able to graduate within the standard period for completion
- (3) Submit the following documents to the Representative Director of the Foundation:
  - i. Student registration certificate and a report on living condition
  - ii. Academic transcript
- (4) Participate in events held by the Foundation.
- (5) Even after graduating, participate actively as an alumni and keep the Foundation updated of your current status.

# Application FAQ

## Eligibility

<b>Q</b>	<b>Are there any restrictions on nationality?</b>	<b>Q</b>	<b>Is it possible to apply before I am officially matriculated into my undergraduate/graduate degree program?</b>
<b>A</b>	No, there are no restrictions on nationality. (However, those with Japanese nationality are not eligible.)	<b>A</b>	No, you must be enrolled in an official degree program as of April of the application period and able to furnish a student registration certificate along with your application form.
<b>Q</b>	<b>Can I apply even if my status of residence in Japan is not College Student?</b>	<b>Q</b>	<b>Can undergraduate (bachelor's degree) students apply?</b>
<b>A</b>	Only those with College Student status may apply.	<b>A</b>	First- and second-year undergraduate students are not eligible to apply. Third- and higher-year undergraduate students are neither eligible to apply, except for those with particularly excellent academic records, such as those with straight A's.
<b>Q</b>	<b>How can I find out whether my department, faculty or research subject makes me eligible?</b>	<b>Q</b>	<b>I will graduate from my current program in the fall of 2020. Can I apply? Are scholarships granted for half-years?</b>
<b>A</b>	If your research subject is in business administration or a field directly related to human health (such as medicine, pharmacology, biology, nutrition, physical education, or engineering), you are eligible to apply, <u>regardless of the specific department or faculty with which you are affiliated.</u> (Describe your research subject in the 研究内容 section of the application form.) If you are still unable to determine your eligibility on your own, contact us via our website. <u>Provide full details of your research subject.</u>	<b>A</b>	Eligibility is limited to applicants who will be enrolled throughout the payment period (April 2020 - March 2021). Scholarships are not provided in half-year allotments. However, if you plan to continue to graduate school after graduation, and can submit a letter of acceptance or other proof of admission together with your scholarship application documents, you are eligible to apply. However, this is only permitted in cases where you have been engaged in discussions with your prospective supervisor and he/she is able to write a letter of recommendation that includes comments on both your personality and your research plans.
<b>Q</b>	<b>Am I ineligible to apply if I am not majoring in business administration?</b>	<b>Q</b>	<b>I may not be able to graduate within the standard period for completion. Can I still apply?</b>
<b>A</b>	Eligibility extends to a broad range of fields related to business administration, including economics. If you are from a developing country where business administration is not an established discipline, "international relations" is also acceptable.	<b>A</b>	Students taking advantage of an extended enrollment system, students who remain in a program past the standard period for completion (including doctoral program students past the standard period for completion), and students unlikely to complete their studies within the standard period for completion are ineligible. <u>Scholarship recipients will have their scholarship cancelled if their graduation is delayed after they were selected as recipients.</u>
<b>Q</b>	<b>I am a biology major pursuing plant and animal studies. Am I eligible to apply?</b>	<b>Q</b>	<b>Is there an age limit?</b>
<b>A</b>	You can apply if your studies are applicable to human health. On the Scholarship Application Form, you must explain how they are applicable.	<b>A</b>	You must be 38 years old or younger as of April 1, 2020.
<b>Q</b>	<b>I am majoring in engineering. Am I eligible to apply?</b>	<b>Q</b>	<b>Am I eligible to apply even if I already have a scholarship from another organization?</b>
<b>A</b>	You can apply if your studies are in <u>an area "directly related to medicine/pharmacology."</u> Eligible areas include, for example: human medical engineering such as development of testing/analysis devices, biomaterials engineering, development of optical devices, radiation (therapy/diagnosis), and robotics; biopharmaceuticals, genomic data analysis, and other areas of bioinformatics; computational sciences, drug discovery. In your Scholarship Application Form, please be sure to state clearly how your studies are related and applicable to medicine/pharmacology. You will be ineligible if the relationship is unclear.	<b>A</b>	Yes, provided that the scholarship in question allows you to accept other scholarships. Please submit a document copy that shows the name of the granting organization, the amount of scholarship, and period covered. However, you are not eligible if organizations provide any salary, e.g. JRA (Junior Research Associate Program).
<b>Q</b>	<b>Can research students also apply?</b>	<b>Q</b>	<b>I plan to participate in an academic exchange program. Can I still apply?</b>
<b>A</b>	No, research students cannot apply. You must be currently enrolled as a regular student to be eligible.	<b>A</b>	Those who plan to leave Japan for a total of forty days or more for exchange program, homecoming visit, traveling, or other reasons (i.e. not being based in Japan) during the period covered by the scholarship are ineligible.

## Application Materials

**Q** How can I obtain information on application procedures?

**A** The Foundation website includes a scholarship guide and other related information. You can also download application forms designated by the Foundation directly from the website. Please note that application forms are different for new and renewing applicants, as well as for the medical fields and the business fields applicants. Your application will be ineligible if you do not use the correct form.

**Q** As of when should I provide information on the institution currently attended ③(所属機関)?

**A** The information you provide for institution currently attended, year level, and other aspects of your studies and life should be correct as of April 2020.

**Q** How should I fill out Section ④(学歴・職歴) of the application?

**A** Provide your academic data from the last school attended in your home country to the school you are currently attending, in chronological order beginning with the oldest data at the top and leaving no gaps in the chronology (include any Japanese language schools attended and any universities attended as a research student). Also provide details on any work experience you have.

Example)

2009	9	~	2013	7	Department of XXX, Faculty of △△, ○○ University (△△ City, ○○ Province, China)
2013	9	~	2014	8	Worked in a research position, ○○ Co., Ltd. (△△ City, ○○ Province, China)
2014	9	~	2016	8	☆☆☆Japanese Language School (Tokyo)
2016	10	~	2017	3	Research student, Graduate School of △△, ○○ University
2017	4	~	2019	3	Master's program, Graduate School of △△, ○○ University
2019	4	~			Doctoral program, Graduate School of △△, ○○ University

**Q** I just matriculated and haven't yet compiled an academic record at the graduate school I now attend. Is an undergraduate transcript acceptable?

**A** Yes, you may submit a transcript of the undergraduate institution from which you graduated.

**Q** Does the transcript have to be an original? Do you accept copies?

**A** You may submit a copy.

**Q** Are transcripts written in the language of my home country accepted?

**A** Yes. If it is difficult to obtain a transcript written in Japanese or English, you may submit a transcript written in the language of your home country. Please note that, as specified in the program guide, the transcript must provide course titles, credits earned, grades or other evaluations of student performance, and explanations of what the evaluations mean. Transcripts with only pass/fail information will not be accepted. At least one year's worth of academic transcripts are required. If your most recent transcript only covers half a year, submit the one from the previous year as well.

**Q** Is the mail deadline the postmarked date or the date by which my application has to arrive at the Foundation?

**A** For both new and renewing applicants, your mailed application must arrive at our office by 3:00 p.m. on the deadline date for mail submission. Only applications sent by mail are accepted. Please note that the deadline for online submission of application documents through the Application Support System on our website is 5:00 p.m. on the deadline date for online submission. Be sure to send a hard copy of your application documents by mail after submitting them online.

**Q** Does my application need to be handwritten?

**A** The application must be handwritten by the applicant. Your application will be disqualified if all or any part of the application is typed, handwritten by someone other than yourself, or written with an erasable ballpoint pen.

**Q** Do recommendation letters need to be handwritten as well?

**A** Typewritten recommendation letters are acceptable. Use the Excel form downloadable from our website and be sure to have the recommender place his/her signature in the 氏名(ご署名) section. (A signature that is typed, stamped or handwritten by any other person will cause you to be disqualified.)

**Q** Do you accept application forms completed in English?

**A** Application forms completed in English will be accepted but must be accompanied by a Japanese translation of all English entries, including proper nouns. In such cases, the forms completed in English must be handwritten by the applicant. If you are able to fill out sections of the form in Japanese, we encourage you to do so. The Japanese translation need not be handwritten. No specific format or structure is required for the Japanese translation. However, character limits for the sections on "Future Aspirations (Future Aspirations and Progress of the past one year)" (将来の抱負(将来の抱負とこの1年の進捗)), "Research Subjects (Research Subject, Progress of the past one year and Research Plan for fiscal 2020)" (研究内容(研究について、この1年の進捗と今年度の計画)) and "Progress and Achievements over the past one year" (過去1年の成果及び活動) still apply, and you are required to clearly indicate the character counts. Please note that your application will be disqualified if there are any unnatural and unintelligible expressions, errors, large omissions or other inaccuracies in the Japanese translation.

# Application FAQ

Q	<p>The sections for “Future Aspirations (Future Aspirations and Progress of the past one year)” (将来の抱負{将来の抱負とこの1年の進捗}), “Research Subjects (Research Subject, Progress of the past one year and Research Plan for fiscal 2020)” (研究内容{研究について、この1年の進捗と今年度の計画}) and “Progress and Achievements over the past one year” (過去1年の成果及び活動) have grid lines for Japanese characters. How should I proceed if I’m completing these sections in English?</p>	Q	<p>Under “Have you applied for other scholarships/research grants?” (他奨学金・研究助成金の併願状況), how should I enter one-off payments?</p>
A	<p>Simply ignore the grid lines. No limitation is placed on the number of alphanumeric characters when you complete them in English. In the Japanese translations, however, please make sure to stay within the predetermined limit on the number of characters and clearly indicate the character counts (in any format you like).</p>	A	<p>When entering your information online, select “Annual amount” and enter the total yearly amount. On the Scholarship Application Form, in a blank space enter words such as “once-off” to explain the type of payment. If explanations are needed for other items on the form, enter them in blank spaces and mark them for attention using sticky notes.</p>
Q	<p>I currently have no specific research subject. What should I write in the section for “Research Subjects” (研究内容)?</p>	Q	<p>What does 外国人留学生担当部署・担当者名 on the application form refer to?</p>
A	<p>Write about a research theme that you wish to pursue and how you would pursue such research (within 800 characters).</p>	A	<p>Write the name of the administrative department (such as the student affairs office) in charge of scholarships at the university or graduate school where you are enrolled, together with the name of the contact person. In the contact telephone number box (連絡先電話番号), write the direct number of the relevant department. (Write the general reception phone number if you do not know the direct number.) In the contact email box (担当者メールアドレス), write the email address of the contact person. If this section is left blank, your application will be disqualified. The contact information of your laboratory is not acceptable.</p>
Q	<p>I’m receiving practical training at a hospital and have no research subject. What should I write in the section for “Research Subjects” (研究内容)?</p>	Q	<p>If I do not have a designated supervisor, who should write the letter of recommendation?</p>
A	<p>Write about what you are learning through the practical training and what you would like to accomplish medically in the future (within 800 characters).</p>	A	<p>Please have the head of your faculty or the person responsible for your studies at your faculty/graduate school write the letter of recommendation. The recommender shall be the person who undertakes responsibility for classes you major in or for your research guidance. The letter of recommendation should be written by the person who will take responsibility for guiding you in your research activities.</p>
Q	<p>What should I do if I have no particular “Progress and Achievements over the past one year” (過去1年の成果及び活動) to report?</p>	<h2>Scholarship Amounts</h2>	
A	<p>Please report any achievements or advancements over the past one year, including not only presentations at academic conferences and papers submitted for publication, but also other achievements in your studies, activities contributing to the community, and so forth. If you had few achievements and advancements last year, you should not apply.</p>	Q	<p>How are scholarship amounts determined?</p>
Q	<p>What should I write about papers in the section “Academic conference presentations, papers accepted for publication, etc.” (学会発表、論文掲載の研究実績) on page 10 of the application form for medical fields?</p>	A	<p>Scholarships of 2 million, 1.5 million or 1 million yen are granted based on documents submitted and candidate interviews, as evaluated by our selection committee. Those who already receive scholarships from other sources will receive 500,000 yen.</p>
A	<p>Please write the “author’s name,” “article title,” “journal name,” “volume number,” “start and end pages,” “year of issue (Gregorian calendar),” “peer-reviewed or not,” “IF,” and “DOI (Digital Object Identifier).” Also, write the principal three authors’ names for a paper coauthored by several people. Other authors’ names can be omitted. When they are omitted, please write the total number of authors and indicate where the applicant is among them using an ordinal number.</p>	Q	<p>Will it affect the selection process if I win another scholarship or research grant, or earn income from a part-time job?</p>
A	<p>The selection process is not affected by income earned as a TA, RA, in part-time work, or received as a research grant. However, if your Application Form fails to show how you are meeting your tuition and living expenses, such as where details of your income and expenses are not provided or your stated income does not match your expenses, or lacks reasonable explanation for such failure, your application will be disqualified. Therefore, please accurately describe your current situation.</p>		

Q	<b>I understand that the amount of the Foundation's scholarship will be reduced if I receive another scholarship. Does the amount of the other scholarship affect the amount by which the Foundation's scholarship is reduced?</b>
A	The Foundation's scholarship will be reduced to 500,000 yen, regardless of the amount of the other scholarship.
Q	<b>Are exemptions from admissions fees and tuition considered "other scholarships"?</b>
A	No, they are not.
Q	<b>Is income from a part-time job or a teaching or research assistantship considered "other scholarships"?</b>
A	No, it is not.
Q	<b>Are "scholarships provided as loans" considered "other scholarships"?</b>
A	No, they are not. Only scholarships from the government, foundations, or other institutions that do not have to be repaid are considered "other scholarships."

## Japanese Proficiency

Q	<b>Am I eligible regardless of my Japanese proficiency?</b>
A	Yes. However, your Japanese proficiency (assessed in light of the length of your stay to date in Japan) may affect your evaluation as a candidate. A lack of enthusiasm for Japanese, such as failure to speak any Japanese at all during the interview, will be detrimental to your evaluation.
Q	<b>Is it possible to be interviewed in English?</b>
A	While interviews are normally conducted in Japanese, they may be conducted in English if you arrived in Japan recently. Please note that you will be interviewed in Japanese if your application has been prepared in Japanese. Accordingly, be sure to prepare your application in English if you cannot speak Japanese. Even if you are interviewed in English, efforts to speak in Japanese, such as giving a simple self-introduction, will be evaluated positively.

## Number of Applicants and Recipients

Q	<b>How many applicants are there in a typical year?</b>
A	There were 456 applicants in fiscal 2019 and 467 in fiscal 2018.

Q	<b>How many individuals receive scholarships?</b>
A	We plan to grant scholarships to around 90 individuals in fiscal 2020. We granted 91 scholarships in fiscal 2019 and 85 in fiscal 2018.

## Other Questions

Q	<b>I do not know my reference number. What should I do?</b>
A	Your reference number will be issued upon completion of the online submission process.
Q	<b>Is my application complete once I have submitted online?</b>
A	No, your application is not yet complete. Write the reference number issued upon online submission in the required five spaces on your application documents, and promptly mail all the documents together to the Foundation.
Q	<b>I'm worried that my application hasn't reached your office. Can you provide confirmation of your receipt?</b>
A	We receive many applications every year and cannot respond to questions concerning whether or not individual applications have been received. Please send your application by Letter Pack, registered mail or some other means that allows you to track its delivery status.
Q	<b>May I bring my application to your office in person?</b>
A	No. Please submit applications by mail. Any application brought in person to our office or sent by fax or email will not be accepted.
Q	<b>When and where will the interviews be conducted?</b>
A	Interviews will be conducted in early to mid July in Osaka or Tokyo. You will be asked to travel to the venue at the time indicated.
Q	<b>When will I be contacted about an interview?</b>
A	Applicants will be contacted directly by email in early July. Please note that you have not been selected if you have not been contacted by early July. We ask that you refrain from contacting us concerning selection decisions.
Q	<b>I'm a renewing applicant. Should I complete the scholarship application form and submit all required documents as a new applicant does?</b>
A	Yes. All applicants should complete the scholarship application form and mail it to the Foundation, along with the application materials specified in the program guide.



## Establishment

The Otsuka Toshimi Scholarship Foundation was established on March 6, 2007. The Foundation was formally registered as a “public interest incorporated foundation” on April 1, 2012.

## Background to the Foundation’s Establishment

Japan’s aging population and low birthrates have become prominent trends in recent years that are expected to accelerate. The country faces a strong need to develop as many talented young people as possible. Meanwhile, developing countries in Asia, the Middle East, Africa, and other parts of the world—which have strong economic, educational, and cultural ties with our country—have growing numbers of young people but limited opportunities for them to study and pursue research at universities and other institutes of higher education in Japan and other developed countries. Additionally, young people from such countries often struggle financially while studying abroad due to inadequate resources.

Given these conditions and the need for ongoing, mutually beneficial development, it was recognized that the provision of financial assistance to Asian, Middle Eastern, African, and other international students specializing in medicine, pharmacology, nutrition, physical education, and business administration at Japanese universities and graduate schools would be highly meaningful and worthwhile. Accordingly, the Otsuka Toshimi Scholarship Foundation was established in 2007.

## Profile of Toshimi Otsuka, the Founding Donor

The Foundation began with a private donation from Toshimi Otsuka, a member of the family that founded the Otsuka Group. Toshimi Otsuka was born on December 24, 1922, in Naruto, Tokushima Prefecture. Raised by hard-working parents, she enjoyed a happy childhood.

In 1950, Toshimi Otsuka joined Otsuka Pharmaceutical Factory, a firm established by Busaburo Otsuka, her father. There she assumed various responsibilities ranging from clerical work to employee dormitory management. She lived simply and frugally, practicing economy wherever possible. In her later years, she expressed a wish to help society in some way and offered to donate her lifetime savings for the purpose.

The Otsuka Toshimi Scholarship Foundation was established in 2007 to provide financial assistance to students from countries that have long supported the growth of the Otsuka Group and thereby contribute to the development of future leaders in those countries.

While serving as a director of the Foundation, Toshimi Otsuka attended the award ceremonies for scholarship recipients each year, drawing on her own life experiences over the years to talk about the joys of learning and the importance of overcoming obstacles. A gracious and modest woman of personal integrity, she died on May 3, 2011, having led an unblemished life for 88 years.

The memory of Toshimi Otsuka lives on in the Foundation's activities.

## Objectives

The Foundation's objective is to foster the talents of individuals with the potential to promote goodwill and understanding between Japan and countries around the world, by offering scholarships to exceptional international students enrolled at universities and graduate schools in Japan, thereby ultimately promoting friendship between Japan and other countries and contributing to mutual development in academics, culture, and education.

## Activities

1. Awarding scholarships to exceptional international students enrolled at universities and graduate schools in Japan
2. Guiding and advising scholarship recipients on living and studying in Japan
3. Other activities needed to achieve the Foundation's objectives

**STEP**  
**03**   
**Online submissions**

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After you have verified your basic information and uploaded all of the necessary application documents, click the “Submit” button on MyPage.

- \* Please make sure that you have uploaded all the pages of Scholarship Application Form (pages containing photos should be uploaded in colors) and other required documents.
- \* Your Application Form will be disqualified if it is not collated in the correct order or if any of the pages is aligned in the wrong direction.
- \* Certificate of residence and letters of recommendation must not be submitted online.
- \* You cannot cancel your online submission. Click the “Display PDF” button and check once more through the PDF you uploaded, before clicking “Submit.”

Online submission completed/reference number issued

**STEP**  
**04**   
**Prepare documents for mailing**

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Write your reference number (issued after the completion of online submission) in the following five locations.

- 1 Checklist: Reference number column in the upper right-hand corner
- 2 Scholarship Application Form: Reference number column in the upper left-hand corner of page 1

Upper right-hand corner of each of the following documents:

- 3 Academic transcript
- 4 Student registration certificate
- 5 Certificate of residence  
Example: “20-1”

\* The application form without the reference number will be disqualified.

**STEP**  
**05**   
**Submissions by mail**

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Use the checklist to confirm that all of the application documents are ready and send them to the Foundation by the deadline.

- \* The letter of recommendation must be mailed in a sealed envelope. Opened letters of recommendation will not be accepted.
- \* Your application will be disqualified if there is any difference between the application form submitted online and the one mailed to the Foundation Office.

# Application Process

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STEP  
01



Creating a  
MyPage  
account

- ① To enter the Application Support System, click the “Apply Now” button in the top page of the Foundation's web site. Click the “Create a MyPage account” button in the top right-hand corner of the screen.
- ② Register your email address. (Please use the email address other than yahoo address.)
- ③ A MyPage registration link will be sent to the email address you entered. Click that link and set a password and security question.
- ④ A login ID will be automatically generated.

You have now created a MyPage account.

STEP  
02



Prepare your  
application  
documents

- ① Log in to MyPage.
  - ② Enter the basic information.
  - ③ Upload your Scholarship Application Form (handwritten) and academic transcript. (If the application form is written in English, please upload a Japanese translation as well. Submit the application form and the Japanese translation in different PDF files, and upload them respectively to the “Scholarship application form” and “Japanese translation” sections.)
- \* Use a scanner to digitize your form as a PDF file. (We do not accept PDFs created from photographs using smartphone applications and the like. Do not scan using horizontal [landscape] orientation.)
  - \* Do not upload any documents (such as papers) other than your application form to the “Scholarship application form” section.
  - \* Do not upload any documents other than your academic transcript to the “Academic transcript” section.
  - \* Upload the Japanese translation of your application form only in the case where you have written your application in English. (All English entries of the application form; including that of page 1 to 3, must be accompanied by a Japanese translation.) Do not upload any documents other than Japanese translations to the “Japanese translation” section.
  - \* You can check to see which documents you have saved and uploaded by pressing the “Display PDF” button.  
You may also edit your application details and upload documents as many times as you like before pressing the “Submit” button.
  - \* Please enter the exact information as written in your application form. Your application will be disqualified if there is any difference between the basic information and the entry contents of your application form.
  - \* The application form without your photograph will be disqualified.