

Application Guidelines for the Support for Student Overseas Visits by the Yamaguchi University Foundation-2016 Fiscal Year

1. Purpose and Classification

By covering a part of their expenses such as a round trip fare and others, this program supports mainly students who go abroad for international conferences, language training or field work of the research with the following classifications.

(1) Support for individuals

- ① Short-term (within 30 days)
- ② Long-term (over 30 days within 12 months)

(2) Support for overseas programs arranged by the International Student Center

2. Eligibility

Case (1) Students enrolled in Yamaguchi University (As for the united graduate school, students who are studying at Yamaguchi University are eligible to apply.)

Note 1) Students who have been enrolled in Yamaguchi University for more than 1 year are eligible.

Note 2) Students who will participate in any outbound program organized by Yamaguchi University or the faculties are not eligible.

Note 3) Students who will travel abroad under the curriculum offered by Yamaguchi University or the faculties, etc. are not eligible.

Note 4) Students who will receive similar grants from other organization are ineligible for this subsidy.

Note 5) Any Students who received this support in the FY2014 or FY2015 are not eligible.

Note 6) One application per person is available.

Case (2) The Director of the International Student Center, Yamaguchi University is able to apply only for overseas short term language training programs or international exchange programs arranged by the Center.

3. The Length of Overseas Stay

Recipients are supposed to depart from April, 2016 to the end of March, 2017.

4. Number of Selected Applicants

Case (1)	around 15
② Short-term (within 30 days)	around 9
② Long-term (over 30 days within 12 months)	around 6
Case (2)	1

5. Amount of Support

(1) Case (1) (listed above)

The total amount is approximately 2,100,000 yen and less than 200,000 yen is given to each. However, if a group applies, less than 100,000 yen for each person and the total amount is

calculated based on “100,000 yen times the number of the group” and less than 600,000 yen for one group will be given.

(2) Case (2) (listed above)

The total amount is approximately 400,000 yen.

6. Allowance for Support

The amount equivalent to Travel Fare: Round trip train fare and discount airfare such as special excursion fare from Yamaguchi to the nearest international airport (or port) of the destination is paid.

Note) The travel fare, tax and fuel surcharge are paid. However, the transaction fee for travel agency is not paid.)

Other Expenses: Less than 20,000 yen for each person as living expenses, etc. other than travel fare will be paid. You can't claim for your additional works (other than the purpose referred to in 1. Purpose and Classification).

7. Application

Please submit the following documents (For applicants for Classification 1, please submit the documents via the section in charge of this application at your faculty.)

(1) From B4-1

(2) Attached documents (Applicants for Classification 1 only.)

- ① A document certifying your attendance or showing a host institution will accept you for their program.
 - If you attend an international conference: A photocopy of the document certifying your attendance (E-mail message is also acceptable.)

Note) If you do a presentation at the international conference, attach a photocopy of your paper or an abstract of your paper and a program of the conference.

• If you participate in a language training program or filed work: A photocopy of a letter of acceptance issued by a representative of the host institution.

- ② A document certifying your English proficiency
 - A photocopy of your latest TOEIC Score Sheet

Note) If you cannot submit the photocopy of your TOEIC Score Sheet for some reason, submit a document or a photocopy showing your score of other English proficiency test such as 'EIKEN', GTEC or TOEFL.

Note) 'The section in charge of this application at your faculty' usually means the Student Support Section in most of the faculties, while General Affairs Section may handle it in some faculties.

8. Deadline for Application

Date: Tuesday, May 31, 2016

The application must reach the Yamaguchi University Foundation no later than May 31, 2016.

Please note that each faculty has set the deadline before the above date. Please confirm the date of the application deadline at the section in charge of this application at your faculty.

9. Submitting a Report in case of adopted

Each recipient must submit the following documents at the Yamaguchi University Foundation within one month of finishing the visit.

Report Form (B4-2)

Note) Please submit the data in Word format by e-mail in addition to the paper-based one.

Accounting Report (Form F1) and payment documents (e.g. receipts of air flight fare and other expenses etc.)

10. Notification

(1) Group Application

① International Conference

When more than 2 persons of the same research section apply for this support at the same international conference, please choose one representative and apply as a group.

Please check “presentation” or “attendance only” in article 4 in Form D2-1.

Please attach a copy of the conference program if you have a presentation there.

② Language Training Program and Field Work

When more than 2 persons who will attend the same program in the same period apply for this support, please choose one representative and apply as a group.

(2) Others

The form is A4 size and written with font size 11.

If you change your plan because of unexpected circumstances after your application was adopted, please submit a report of change and new plan immediately.