


**UNIVERSITY OF THE PHILIPPINES  
DILIMAN QUEZON CITY**

DIRECT LINE: (632) 928-5107  
VoIP TRUNKLINE 981-8500 LOCAL: 2583  
FAX: (632) 928-5107  
E-MAIL: [ovcaa@ovcaa.upd.edu.ph](mailto:ovcaa@ovcaa.upd.edu.ph)

**OFFICE OF THE VICE-CHANCELLOR  
FOR ACADEMIC AFFAIRS**

MEMORANDUM NO. OVCAA-ECA 18-261

TO : DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS

FROM :  EVANGELINE C. AMOR, Ph.D.   
Vice-Chancellor for Academic Affairs

SUBJECT : Call for Applications for the Hokkaido University  
President's Scholarship 2019

DATE : 23 November 2018

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The Office of the Vice-Chancellor for Academic Affairs (OVCAA) through its Office of International Linkages (OIL) Diliman is now accepting applications by current or alumni students and regular UPD faculty members for the Hokkaido University President's Scholarship 2019, offered by the Hokkaido University.

Entitlements under the program include application fees, enrollment fees, tuition fees (exempted), monthly stipend and dormitory accommodation, travel allowance and a daily maintenance allowance. Applicants may refer to the information sheet attached to this memo for more information about the programs. You may also access the following through the links listed below:

- a) 2019 Application Guidelines - <http://bit.ly/2FCtyC3>
- b) Application Form 1 - <http://bit.ly/2OZR7Uv>

We encourage applicants to prepare in advance, the documents that may take some time to obtain (e.g. valid passport) to enable them to meet the deadlines set by the inviting institutions.

All application documents (hard copy and via email) must be received by OIL Diliman on or before 5:00PM on 14 December 2018, at Room 102, DILC Building, Magsaysay Avenue corner Apacible Street, UP Diliman, Quezon City (near NCTS/Sundial and Computer Center). Applications will, thereafter, be assessed by the UPD Faculty and REPS International Mobility Committee before endorsing to the Chancellor for final endorsement.

For more information, applicants may contact OIL Diliman via UP Trunkline 981-8500 local 2561 (c/o Ms. Catherine Tagaban), or via email at [international.upd@up.edu.ph](mailto:international.upd@up.edu.ph).

cc: Office of the Chancellor  
OVCA  
OVCCA  
OVCSA  
OVCRD

## Hokkaido University President's Fellowship

### —2019 Application Guidelines—

Hokkaido University is seeking applicants for Hokkaido University President's Fellowship, for prospective international students seeking master's, professional, or doctoral degrees that plan to enroll in October 2019. Applicants must possess an excellent academic record as well as a strong interest in Hokkaido University and Japanese culture.

#### 1 Eligibility Requirements

(1) Applicants must be current or alumni students of universities that have concluded Inter-University Exchange Agreements and a Memorandum of Understanding on Student Exchange with Hokkaido University. Students who are already enrolled at Hokkaido University **can not** apply for this fellowship. Applicants must be self-supporting, without other scholarships or fellowships when enrolling in Hokkaido University.

(2) Applicants must possess a GPA that is in the top 25% of their class or an equivalent level at their home university (Applicants who possess equivalent GPA levels must be certified by the president of their home university).

#### 2 Amount

(1) Degree seeking students: Approximately 2,300,000 yen for the 1<sup>st</sup> year (apx. 1,800,000 from the 2<sup>nd</sup> year) which includes application fees, enrollment fees, tuition fees (exempted), and the monthly stipend.

\* Non-degree seeking students (research students): for details on the amount, see page 4, **Appendix: Monthly Benefits**.

Monthly stipend: 100,000 yen.

In addition to the monthly stipend, 220,000 yen (70,000 yen for research students) is paid in the month of enrollment with an additional 35,000 yen the following April and October (for details of the monthly stipend, see page 4, **Appendix: Monthly Benefits**) to cover the Fellowship recipient's travel expenses (when coming to Japan and returning to their home country at the completion of their studies and research) and material's fees for texts and miscellaneous expenses.

#### (2) Other

Students are eligible to live in the University dormitory during the benefit period.

#### 3 Length of the Fellowship

Fellowships are awarded for the periods below. Note that the length of the Fellowship will not be extended where students who enroll initially in a master's course then decide to pursue further studies.

(1) Master's Degree: Maximum of 2 years

(2) Professional Degree (Accounting and Public Policy): Maximum of 2 years

(3) Professional Degree (Law): Maximum of 3 years

(4) Doctoral Degree: Maximum of 3 years

(5) Doctoral Degree in Medicine, Dentistry, Veterinary Medicine, Infectious Diseases, or Clinical Pharmacy:



Maximum of 4 years

\* For research students before enrolling in any of the above (1)–(5): Maximum of 6 months

#### 4 Number of Fellowships

October 2019 enrollment: 6 students

#### 5 Application Period

November 2<sup>nd</sup>, 2018 – January 11<sup>th</sup>, 2019

#### 6 Required Documents

(1) A completed Application for Hokkaido University President's Fellowship (Form 1).

Before submitting the application, please make sure to contact your prospective supervisor directly and consult with them concerning the topic and plan of your research.

(2) Consent letter written by your prospective supervisor (no set form).

(3) Official Transcripts

For a doctoral degree, both undergraduate and graduate transcripts must be submitted.

(4) A letter of recommendation from a supervisor at your university (no set form).

(5) Official candidacy announcement from your university's president to the President of Hokkaido University (no set form).

#### 7 How to Apply

(1) Applicants must submit the above documents to their university.

(2) Each affiliated University must select ONE candidate, and send the required documents to Hokkaido University within the application period.

\* Applications sent directly from the applicant will not be accepted.

\* Please note that submitted documents will not be returned.

\* In case of any change on the applicant's status, please be sure to inform us through the affiliated University as soon as possible.

#### 8 Address for Applications

Kita 17 Nishi8, Kita-ku, Sapporo, Hokkaido, 060-0817, Japan

Academic Affairs Department

Student Support Division

Attn: NAGAI Kana (Ms.)

Email: scholarship@academic.hokudai.ac.jp

#### 9 Selection Criteria

Hokkaido University will review the documents submitted and select candidates based on the criteria below:

(1) Suitability of field of study and study program

(2) Excellence of transcripts

(3) Letter of recommendation

(4) Strong interest in Hokkaido University

The University may request further information or an interview during the screening process

10 Notification of Award

Results of the selection process will be forwarded in writing to the affiliated universities.

11 Entrance Examination and Final Decision of Awards

- (1) Candidates selected for President's Fellowship must pass the entrance examinations and complete enrollment procedures within the designated period.
- (2) On completion of the above procedures, the award of President's Fellowship will be confirmed.

12 Responsibilities of Fellowship Recipients

- (1) To receive the Fellowship, recipients must confirm their attendance at Hokkaido University by presenting themselves at their departmental administrative office by the 5<sup>th</sup> day of each month.
- (2) Fellowship recipients must consult with their supervisors and write a Fellowship Study Plan (Form 2) within two weeks of the beginning of each semester. The form must be submitted to the Executive Director of the Institute for the Advancement of Higher Education.
- (3) Fellowship recipients must report on the progress of their study and research.
- (4) Fellowship recipients must actively participate in the following activities as long as they do not interfere with their studies and research:
  - A) Contribute newsletter articles
  - B) Assist University visitors from overseas
  - C) Make a presentation in Events organized by the Institute for the Advancement of Higher Education and participate in any other activities required organized by the Institute for the Advancement of Higher Education.

13 Termination or Suspension of Fellowships

Fellowships will be terminated by the University in the following cases:

- (1) If the Fellowship recipient does not complete enrollment procedures
- (2) If the Fellowship recipient is expelled from the University under Article 20 of the *General Rules of Graduate Schools of Hokkaido University* (March 17, 1954, HU Doc No.3; hereinafter referred to as *General Rules of Graduate Schools*)
- (3) If the Fellowship recipient is disciplined under Article 26 of the *General Rules of Graduate Schools*
- (4) If the Fellowship recipient is reprimanded under Article 6(3) (est. March 27, 2006) of the regulations concerning disciplinary action for students of Hokkaido University
- (5) If the Fellowship recipient has completed their course of study as stipulated in Article 22(1),(2), (4), Article 23, and Article 23-2(2) of the *General Rules of Graduate Schools*
- (6) If the Fellowship recipient is unable to complete their studies within the designated time frame for their course of study
- (7) If the Fellowship recipient who first enrolled as a research student is unable to enroll in graduate school within the designated timeframe of the Fellowship

- (8) If the Fellowship recipient temporarily withdraws from the University. Should the recipient wish to return to the University, payment of the Fellowship may be resumed, starting from the month following the recipient's return; however, the length of the Fellowship (No.3, Length of Fellowships) will not be extended.



## Appendix : Monthly Benefits

### 1. For students entering graduate school (Master's or Doctoral Degree) in October 2019.

[1<sup>st</sup> year] apx. 2,300,000 yen / year

[2<sup>nd</sup> year onwards] apx. 1,800,000 yen / year

(Incl. exemption from application, enrollment, and  
tuition fees amounting to 847,800 yen)

(Incl. tuition fees amounting to 535,800 yen)

Monthly stipends: as below:

MONTH	BENEFITS
October	320,000 yen
November	100,000 yen
December	100,000 yen
January	100,000 yen
February	100,000 yen
March	100,000 yen
April	135,000 yen
May	100,000 yen
June	100,000 yen
July	100,000 yen
August	100,000 yen
September	100,000 yen

Monthly stipends: as below:

MONTH	BENEFITS
October	135,000 yen
November	100,000 yen
December	100,000 yen
January	100,000 yen
February	100,000 yen
March	100,000 yen
April	135,000 yen
May	100,000 yen
June	100,000 yen
July	100,000 yen
August	100,000 yen
September	100,000 yen

### 2. For students enrolling as research students in October 2019 and entering graduate school (Master's Degree or Doctoral Degree) in April 2020.

[1<sup>st</sup> year] apx. 2,240,000 yen / year

[2<sup>nd</sup> year onwards] apx. 1,800,000 yen / year

(Incl. exemption from application, enrollment,  
and tuition fees amounting to 852,500 yen)

(Incl. tuition fees amounting to 535,800 yen)

Monthly stipends: as below:

MONTH	BENEFITS
October	170,000 yen
November	100,000 yen
December	100,000 yen
January	100,000 yen
February	100,000 yen
March	100,000 yen
April	220,000 yen
May	100,000 yen
June	100,000 yen
July	100,000 yen
August	100,000 yen
September	100,000 yen

Enroll as a research student

Enter graduate school

Monthly stipends: as below:

MONTH	BENEFITS
October	135,000 yen
November	100,000 yen
December	100,000 yen
January	100,000 yen
February	100,000 yen
March	100,000 yen
April	135,000 yen
May	100,000 yen
June	100,000 yen
July	100,000 yen
August	100,000 yen
September	100,000 yen

APPLICATION FOR HOKKAIDO UNIVERSITY PRESIDENT'S FELLOWSHIP  
北海道大学総長奨励金留学生申請書

## INSTRUCTIONS (記入上の注意)

- The application should be typewritten if possible, or neatly handwritten in block letters.  
(明瞭に記入すること。)
- Numbers should be in Arabic figures. (数字は算用数字を用いること。)
- Years should be written in the Anno Domini system. (年号はすべて西暦とすること。)
- Proper names should be written in full, 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。)

Paste a passport sized photograph  
or digital image taken within  
the past 6 months.

Write your name and nationality  
in block letters on the back of  
the photo.

(写真 (6 × 4 cm))

(Gender)

- 1 Name in full, in native language \_\_\_\_\_  
(姓名 (自国語)) (Family name) (First name) (Middle name) ☐ Male (男) ☐ Female (女)
- In Roman block capitals \_\_\_\_\_ (Marital Status)  
(ローマ字) (Family name) (First name) (Middle name) ☐ Single (未婚) ☐ Married (既婚)

- 2 Nationality (国籍) \_\_\_\_\_

- 3 Date of birth (生年月日)

19 \_\_\_\_\_

Year (年) Month (月) Day (日) Age (As of October 1, 2019) (年齢 2019 年 10 月 1 日現在)

- 4 Present address and telephone number, facsimile number, E-mail address (現住所及び電話、ファックス番号、Eメールアドレス)

Present address (現住所) : \_\_\_\_\_

Telephone/Facsimile number (電話番号/FAX 番号) : \_\_\_\_\_

E-mail address (Eメールアドレス) \_\_\_\_\_

- 5 Graduate school/Major you wish to join (本学の希望進学先及び指導教員) ※check one that you wish (いずれかをチェック☑してください)

Preferred course as first entry (最初の入学課程) :

☐ Research student ☐ Master's degree course ☐ Doctoral course ☐ Professional graduate course  
(研究生) (修士課程) (博士課程) (専門職学位課程)

In case you choose "Research student" as first entry, the next course you wish is (最初に研究生としての入学を希望した場合、修了後の進学課程) :

☐ Master's degree course ☐ Doctoral course ☐ Professional graduate course  
(修士課程) (博士課程) (専門職学位課程)

Prospective Supervisor (希望する指導教員)

Graduate school/Major (研究科/専攻)

Supervisor (指導教員)

\*You are required to contact directly with your prospective supervisor and discuss your research theme/plan with them in details before you submit the application form.

(申請書を提出する前に受入を希望する指導教員と直接連絡をとり研究テーマ/計画について相談すること。)

6 Institutions you have graduated/will graduate from (卒業した、あるいは卒業予定の機関)

Institution (機関)	Year (年)	Month (月)
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Institution (機関)	Year (年)	Month (月)
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Degrees conferred : ☐ Bachelor's Degree (学士) ☐ Master's Degree (修士) ☐ Doctoral Degree (博士)

7 Educational background (学歴)

	Name and Address of School (学校名及び所在地)	Year and Month of Entrance and Completion (入学及び卒業年月)	Period of attendance (修学年数)	Diploma or Degree awarded, Major subject (学位・資格、専攻科目)
Elementary Education Elementary School (初等教育、小学校)	Name (学校名) Location (所在地)	From (入学) To (卒業)	yrs (年) and mths (月)	
Secondary Education Lower Secondary School (中等教育、中学校)	Name (学校名) Location (所在地)	From (入学) To (卒業)	yrs (年) and mths (月)	
Upper Secondary School (高校)	Name (学校名) Location (所在地)	From (入学) To (卒業)	yrs (年) and mths (月)	
Higher Education Undergraduate Level (高等教育、大学)	Name (学校名) Location (所在地)	From (入学) To (卒業)	yrs (年) and mths (月)	
Graduate Level (大学院)	Name (学校名) Location (所在地)	From (入学) To (卒業)	yrs (年) and mths (月)	
Total years of education mentioned above (通算の全学校教育修学年数)			yrs (年)	

\* If the spaces above are not sufficient for information required, please attach a separate sheet.  
(上欄に書ききれない場合には、適当な別紙に記入して添付すること。)



- 8 State the titles of books or articles (including graduation thesis), if any, with the name and address of publisher and the date of publication.  
(著書, 論文 (卒業論文を含む。))があればその題名, 出版社名, 出版年月日, 出版場所を記入すること。)

\*Please attach a summary of the publications mentioned above.  
(論文の概要を添付のこと。)

- 9 Japanese language proficiency : Evaluate your level and fill in with a check where appropriate in the following blanks.

(日本語能力を自己評価のうえ, 該当欄に✓印を記入すること。)

	Excellent (優)	Good (良)	Fair (可)	Poor (不可)
Reading (読む能力)				
Writing (書く能力)				
Speaking (話す能力)				

- 10 Foreign language proficiency : Evaluate your level and fill in with a check where appropriate in the following blanks.

(外国語能力を自己評価のうえ, 該当欄に✓印を記入すること。)

	Excellent (優)	Good (良)	Fair (可)	Poor (不可)
English (英語)				
Others: (その他: 語)				
Others: (その他: 語)				
Others: (その他: 語)				
Others: (その他: 語)				

- 11 Accompanying Dependents (Provide the following information if you plan to bring family members to Japan)

同伴家族欄 (渡日する場合, 同伴予定の家族がいる場合に記入すること。)

\*All expenses incurred by the presence of dependents must be borne by the grantee. Please be advised to take into consideration various difficulties and expenses involved in finding living quarters. Therefore if you wish to bring family members, it is recommended to come by yourself first and arrange dependents' travel after appropriate accommodation has been found.

(同伴者に必要な経費はすべて留学生の負担である。家族用の宿舎を見つけることが困難な上、賃貸料も割高であることを予め承知されたい。

このため、留学生はまず単身で渡日し、適当な宿舎を見つけた後で家族を呼び寄せることが望ましい。)

Name (氏名)	Relationship (続柄)	Age (年齢)

12 Person to be notified in applicant's home country in case of emergency

(緊急の際の母国の連絡先)

1) Name in full :

(氏名) \_\_\_\_\_

2) Address : with telephone number, facsimile number, E-mail address

(住所：電話番号、ファックス番号又はEメールアドレスを記入のこと。)

現住所 (Present address) : \_\_\_\_\_

電話番号 / F A X 番号 (Telephone/Facsimile number) \_\_\_\_\_

E-mail address \_\_\_\_\_

3) Occupation :

(職 業) \_\_\_\_\_

4) Relationship :

(本人との関係) \_\_\_\_\_

13 Previous visits to Japan (日本への渡航記録)

Date (日付)	Purpose (渡航目的)
From To	
From To	

Date of application :

(申請年月日)

\_\_\_\_\_

Applicant's signature :

(申請者署名)

\_\_\_\_\_

Applicant's name

(in Roman block capitals) :

(申請者氏名)

\_\_\_\_\_



## 専攻分野及び研究計画

Field of Study and Study Program

Name in full, in Japanese or English \_\_\_\_\_,  
(姓名 (日本語又は英語)) (Family name) (First name) (Middle name)

Nationality

(国 籍) \_\_\_\_\_

Proposed study program in Japan (State the outline of your major field of study on this side and the details of your study program on the reverse side of this sheet. This statement will be used as one of the most important references for selection. The statement must be typewritten or written in block letters. Additional sheets may be attached if necessary. )

( 日本での研究計画：この研究計画は、選考の重要な参考となるので、表面に専攻分野の概要を、裏面に研究計画の詳細を記入すること。

記入はタイプ又は楷書によるものとし、必要な場合は別紙を追加してもよい。)

If you have enough Japanese language ability, please write in Japanese.

(相当の日本語能力を有する者は、日本語により記入すること。)

1 Field of study (専攻分野)

北海道大学の教育研究等への関心度

Awareness of Teaching and Research Activities at Hokkaido University

If you have enough Japanese language ability, please write in Japanese.

(相当の日本語能力を有する者は、日本語により記入すること。)

Since the foundation of Hokkaido University, we have declared and cultivated our basic philosophies of teaching and research, namely "Frontier Spirit", "Global Perspectives", "All-round Education" and "Practical Learning".

北海道大学は、開学以来、「フロンティア精神」、「国際性の涵養」、「全人教育」及び「実学の重視」という教育研究に関わる基本理念を掲げ、培ってきました。

1 State the teaching and research activities at Hokkaido University you've already known, if any.

(北海道大学が行っている教育研究等で知っていることがあれば、具体的に記入すること。)

2 State one/some teaching and research activities you get particularly interested in from mentioned above and its reason, if any.

(上記 1 のうち、特に興味がある教育研究等があれば、その理由とともに記入すること。)