

Ritsumeikan University Emergency Scholarship

Verification Documents Check Sheet

Student No.	
Name	

【Income Certificates】

	Document	Notes	Submitted ✓
Income Certificates (Please submit all documents that apply)	Each parent's income certificate for the 12 months prior to the change in the financial situation	As a rule, both parents' income certificates are required. In the case of divorce, however, an income certificate of the non-custodial parent is unnecessary.	
	Your income certificate for 12 months prior to the change in the financial situation	Only required if you yourself are your own financial provider	
	Income certificates for each parent beginning from the change in finances to present	As a rule, both parents' income certificates are required. In the case of divorce, however, an income certificate of the non-custodial parent is unnecessary.	
	Your income certificate beginning from the change in finances to present	Only required if you yourself are your own financial provider	

【Documents to prove sudden change in household finances】

【Reason of sudden change in household finances】	Document	Note	Submitted ✓
The main provider of the household's loss of job	Notice of Termination or Certificate of Resignation	The reason for leaving and leaving date must be indicated	
	Unemployment Insurance Certificate	-	
The main provider of the household's death	Death Certificate	Date of death must be indicated	
	Life Insurance Certificate	-	
The main provider of the household's divorce	Divorce Certificate	Date of divorce must be indicated	
The main provider of the household's bankruptcy	Certificate of Bankruptcy	Date of bankruptcy must be indicated	
Significant Increase in Expenses	Medical Certificate and Receipts	Medical certificate issued by hospital (date of diagnosis must be indicated) Receipts issued by hospitals (date of issue must be indicated)	
	Document to prove increase in spending other than on medical expenses	Official document which proves the increase in expenses (date of issue must be indicated)	
Significant Decrease in Income	Documents issued by the company certifying the decrease in salary	The period of decrease in salary must be indicated (Document must be issued by the employer)	
Increase in Expenses or Decrease in Income due to Disaster	Certificate of Disaster, documentation confirming damage	Must be official public certificate(s)/documentation	

! Important !

※Please make sure that the application you are filing is for a sudden financial change which occurred within the last year.

*Special Condition for Spring Semester 2026:

In light of this being the first year of implementation, eligible cases will be considered as those having occurred between **April 1st, 2025, and the date of application.**

※Please make sure to submit documents that prove the financial situation before and after the sudden change.

※If any document is not written in English or Japanese, please attach an English or Japanese translation to it.

※Should you have any questions, please contact the International Center in advance.

※Applicants may be asked to submit additional documents to establish proof of their situation.