

Ritsumeikan University Emergency Scholarship

Verification Documents Check Sheet

Student No.	
Name	

【Income Certificates】

	Required Documents	Notes	Submitted ✓
Income Documents (Please submit all documents that apply to your situation.)	Income documents for each parent for the 12 months before the sudden change in household finances	If your parents are divorced and one parent does not support your living expenses, you do not need to submit that parent's documents.	
	Income documents for each parent from the time of the sudden change in household finances up to the present	If your parents are divorced and one parent does not support your living expenses, you do not need to submit that parent's documents.	

Important Notes

- Even if your parents run a family business and are self-employed, income documents for both parents are required.
- If any document is written in a language other than Japanese or English, please attach a Japanese or English translation.

【Documents for the Sudden Change in Household Finances】 *Submit the documents that match your situation.

【Reason for sudden change in household finances】	Required Documents	Notes	Submitted ✓
Job loss of the main financial supporter	Notice of dismissal or certificate of separation from work	Must show the reason for leaving the job and the date of separation from work.	
	Documents related to unemployment benefits or unemployment insurance	-	
Death of the main financial supporter	Death Certificate or other official document confirming the death	Must show the date of death.	
	Certificate or other official document related to life insurance benefits	-	
Separation from the main financial supporter	Divorce Certificate or other document proving the divorce	Must show the date of divorce.	
Bankruptcy of the main financial supporter	Bankruptcy Certificate or other official document confirming the bankruptcy	Must show the date of bankruptcy	
Significant Increase in Expenses of the main financial supporter	Documents proving medical expenses	Medical receipts or other documents issued by a hospital must show the issue date.	
	Documents proving increased expenses other than medical expenses	Official documents must show the issue date.	
Significant Decrease in Income of the main financial supporter	Documents issued by the employer proving a reduction in salary or income	Must be issued by the employer and show the period during which the salary or income was reduced.	
Increase in Expenses or Decrease in Income due to Disaster	Disaster certificate and documents showing the extent of the damage	Must be an official document.	

<Important!>

※Please make sure that the sudden change in household finances occurred within the past one year.

※ If any document is written in a language other than Japanese or English, please attach a Japanese or English translation.

※Even if your parents are self-employed and run a family business, documents showing the reduction in income for each parent are required.

(Documents showing only a decline in the performance of the family business are not accepted.)

※If you have any questions, please contact the International Center well in advance of the application deadline.

※Depending on your situation, you maybe asked to submit additional supporting documents.