

2025 Graduate Schools Hosei University
 Application Guideline for
 Conference Presentation Grants
【Graduate Schools Koganei Campus】

This Grants is designed to encourage and support graduates students' participation and presentations at domestic and international conferences. When presenting at an international conference, use the 'Grant for Proofreading of Papers in Foreign Languages' to prepare effective presentation in advance.

1. Eligibility

Students enrolled in the master's course or doctoral course of Hosei graduate school (except for trainees and research students).

* Enrollment period of March graduate is until March 31.

However, the following students are excluded:

- a. Those from Hosei Partner universities / institutions who receive special tuition reductions or exemptions from Hosei University Graduate School.
- b. Those on a leave of absence at the time of application, including those who made conference presentations during their leave.
- c. Those who do NOT pay their tuition by themselves (e.g., scholarship recipients from Japanese government or foreign governments).

Note International students who are receiving tuition reduction under the "Tuition Reduction System for International Students" are eligible to apply.

※ If you fall under the categories of item a. or c., it may be possible to get other support from such as the "Distinctive Education and Research Program."

2. Grant Target

- (1) Expenses, incurred when presenting research at domestic or international conferences, research meetings, workshops, etc. (including online conferences) organized by academic institutions.
 - ※ Expenses include transportation, accommodation, conference participation fees (excluding annual membership fees) and overseas travel insurance.
- (2) In the following cases, you can apply ONLY for the conference participation fee (registration fee).
 - a) When the conference is held in Tokyo (excluding islands), Kanagawa, Chiba, or Saitama Prefecture
 - b) When you participate online, regardless of the conference venue
- (3) Receipts issued on or after April 1, 2025, of the school year are acceptable.
- (4) In the case of a joint research presentation, only the presenter(s) is/are supported.
- (5) Only one presenter is eligible to apply for this Grants in the case of the Poster Session.

3. Grant amount / Number of applications / Number of adoption

	Grant amount	Number of applications
Domestic conference	Up to 30,000 JPY	Annually 1 time per person
Overseas conference	Up to 100,000 JPY	Annually 1 time per person

*Applications are closed when the budget reach to the budget limitation. Refer to the 8) Payment method.

*September enrollees count the number of applications based on the academic year running from September to August.

4. Application Period

May 7 (Wed) 2025 ~ January 30 (Fri) 2026

September graduates should apply by August 20 (Wed), 2025

- ※ If you would attend the conferences held **in February and March 2026**, please contact Graduate Schools Section well before the deadline, ideally, by the end of December 2025.
- ※ If you can't submit the required documents during the application period above, unfortunately, you won't be able to apply. We'll process applications as soon as the amount is confirmed and the documents are all in order, and grants will be paid out accordingly.
- ※ If you plan to attend and present at a conference outside the application period, please be sure to consult with the Graduate Schools Office well in advance.

5. Supported Expenses - Receipts should be issued on or after April 1, 2025.

(1) Transportation Expenses

Domestic Conference

- a. The lower cost of transportation from the place of departure to the convention site or from home to the convention site will be covered. Use of airplane is accepted only economic case.
Departing and returning Stations are Tokyo Station, Haneda Airport or Narita Airport.
- b. Green car fare is not eligible for support. Applications with itineraries that include destinations **unrelated** to the purpose of the travel will not be accepted such as private stopovers or deviations from the route
- c. Local public transportation fee

Overseas Conference

* If you need to extend your stay before or after the conference period (including flight ticket issuance), please consult with the Graduate Schools Office at Koganei before making any reservations.

- a. Local transportation fee (Excluding domestic transportation fee)
- b. The shortest and most economical airfare (including airport fee, immigration tax, etc.)

NOTE : Supplementary Information Regarding Transportation Expenses

- Applications with unrelated itineraries will not be accepted. The routing must be clear and receipts or ticket stubs can be provided. (Fill in Form III)
- Prepaid cards or charges for Suica / PASMO, etc. are not accepted.
- Costs applied for this grant should not be eligible for points or mileage.
- Taxis are not allowed to use. If there is an unavoidable reason, consult with Graduate Schools Office at Koganei in advance.

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(2) Accommodation Expenses

Up to 10,000 JPY per day for domestic conference

Up to 15,000 JPY per day for overseas conference

For domestic conferences participants, overnight accommodation the day before the conference will be permitted if you need to leave the starting station by 8 a.m. to be on time for attending the conference or ,

overnight accommodation on the final day will be permitted, if you cannot return to the starting station after conference by 11:00 p.m. on the final day.

If you have a roommate, please consult with Graduate Schools Office before making a reservation.

- (3) Conference Participation Fee (Annual fee is not acceptable)
- (4) Overseas Travel Insurance Fee

6. Application Documents

- (1) Application for Conference Presentation Grants <Form I>
- (2) Report for Conference Presentation Grants <Form II>

After the conference, ask your supervisor for feedback and have her or him to complete the comment field.

* If the documents were exchanged via e-mail or other means, provide evidence (e.g., a PDF of the e-mail) indicating that your supervisor has reviewed the report.

- (3) Transportation Expenses Report <Form III>
- (4) Conference outline with the name, venues and dates on it
- (5) Conference presentation acceptance letter or email from sponsoring organization
- (6) Conference program page with "Name of the Conference", "Presenter's Name," "Paper Title," and "Date and Time" on it.
- (7) Abstracts of papers for the Conference Presentation
- (8) Evidence of payment with applicant's name (receipts, etc.)
 - The payment evidence must be written in either Japanese or English.
 - The payment evidence must be issued on or after April 1st.
 - If the receipt shows only total amount, submit a breakdown of expenses and itineraries as well.
 - If a representative makes whole reservations, receipts are required for each applicant.
 - When using a credit card, **it should be your own card.**
 - If you paid in a foreign currency by credit card, submit a JPY statement.
 - If a usage statement is only on the web, submit a copy of the web usage statement.
 - Airfare receipts should show the details, (passenger name, place of departure, date of departure, class of service, and breakdown of amount). If the receipt doesn't have a breakdown, submit a boarding pass, a ticket stub, or a boarding card.
 - Accommodation receipts should show cost per night including meals, date of stay, number of guests.
 - Prepaid electronic payment is not acceptable.
 - Internet receipts should have a statement of use.
- (9) The Registration Sheet for Payment Recipient
- (10) **For international conferences**, please submit the following "Overseas Travel Report Form" to the Center for Global Education at least 14 days prior to the conference.
<https://docs.google.com/forms/d/e/1FAIpQLSenFQulzpy3IVSThgZr-AX5PL2vsRHdVW8VYnJmbX707-J8Xg/viewform>
- (11) **For international conferences**, please submit the "Hosei University Overseas Business Trip Preliminary Check Sheet" and "Conference Guidelines" to the Research and Development Center (on 4th floor on the Management Building) at least 14 days prior

to your trip.

7. Where and How to apply

- (1) Fill in the above application forms where you can see on the Graduate Schools' website and upload the required documents.
- (2) Submit the original payment voucher to Graduate Schools Office at Koganei Campus (Acceptable by Postal mail). If the vouchers are in PDF format, paper submission is not required.

For Application Forms, please click here

<https://forms.gle/dudid8Jcodv1Nw5z8>



8. Payment method

Payment will be made in order from the person who submitted the documents without any defects by the deadline.

9. Cancellation

- If you are withdrawn or expelled school this year
- If you make a false application

10. Supplementary items

- (1) When traveling abroad, be sure to apply the appropriate overseas travel insurance.
- (2) Co-payment with extramural grants such as scientific research grant is acceptable, but first applicant should get the approval from the responsible office. Each grant needs receipts separately.
- (3) Receipts written in a foreign language must include the date of issue, issuer's name and issuer's signature. If paid in foreign currency, the amount will be converted to yen based on the exchange rate on the date the receipt is issued.

11. Contact:

Hosei University Graduate Schools Office at Koganei Campus TEL: 042-387-6014

Application Form : <https://forms.gle/bkrQeVes1XYs3vo38>



Checklist for Submission

For applicant's self-check sheet

	Name of the Documents
<input type="checkbox"/>	Application for Conference Presentation Grants <Form I >
<input type="checkbox"/>	Report for Conference Presentation Grants<Form II >
<input type="checkbox"/>	Transportation Expenses<Form III>
<input type="checkbox"/>	Conference outline
<input type="checkbox"/>	Conference Presentation Acceptance Letter or email
<input type="checkbox"/>	Conference Program Page
<input type="checkbox"/>	Abstracts of papers for the Conference Presentation
<input type="checkbox"/>	Evidence of Payment with Applicant's name (receipts, etc.)
<input type="checkbox"/>	The Registration Sheet for Payment Recipient
<input type="checkbox"/>	【International Conference】 Overseas Travel Report Form
<input type="checkbox"/>	【International Conference】 Hosei University Overseas Business Trip Preliminary Check Sheet