

2026 Graduate Schools Hosei University
 Application Guideline for
 Conference Presentation Grants
 Distinctive Education and Research Program
【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).

* For students graduating in March, they are considered enrolled until March 31.

Students in the following categories 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 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) Self-funded 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) ONLY receipts issued on or after April 1, 2026, of the school year are acceptable.

(4) In the case of a joint research presentation, ONLY the presenter(s) is/are supported.

(5) One presenter is eligible to apply for this Grants in the case of the Poster Session.

(6) If the travel is determined to be primarily for purposes other than conference participation (such as returning home or leisure travel), it will not be eligible for grants.

3. Grant Amount / Number of Applications

	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 reaches the 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. Expenses Eligible for Subsidy - Receipts should be issued on or after April 1, 2026.

(1) Transportation Expenses

Domestic Conference

- a. Transportation expenses shall be calculated based on a reasonable route and means of transportation from either the affiliated campus or the applicant's home address (whichever is deemed appropriate) to the conference venue.
 - (i) The use of an airplane is allowed only if it is reasonable in terms of time and cost.
 - (ii) In principle, regular Commuter-Pass sections for school are excluded. Any available discounts, such as student fares (Gakuwari) or round-trip discounts (Oufuku-waribiki) will be applied.
- b. Green car (First-class cars) fare is not eligible for support.

When using the Shinkansen, limited express, or express trains, the express fare will be subsidized only if the following conditions are met:

 - For the Shinkansen: travel distance exceeds 100 km.
 - For limited express or express trains: travel distance exceeds 80 km.

However, even if these conditions are not met, the fare may still be subsidized if using these trains is reasonable in terms of time and cost.
- c. Local transportation expenses at the conference site are eligible for subsidy.

Overseas Conference

- a. Local transportation expenses at the conference site are eligible for subsidy.
- b. Transportation expenses within Japan
- c. Airfare, which is reasonable in terms of the time and cost (including airport fee, immigration tax, etc.)

NOTE 1 : Supplementary Information on Conference Transportation Expenses
(Domestic and Overseas)

- The routing must be clear and receipts or ticket stubs can be provided. (Fill in Form III)
- The purchase fee of prepaid cards or charges for Suica / PASMO, etc. are not accepted.

In principle, the use of taxis is not permitted. However, in the case of exceptional circumstances, please consult with the Koganei Graduate Schools Office in advance regarding your situation and the reasons.
- The airfare receipts must clearly show the passenger's name(s), departure and arrival locations, date of travel, class of service, and a detailed breakdown of the fare.
- When the use of airplane, transportation expenses shall be calculated based on a reasonable route and means of transportation from either the affiliated campus or the applicant's home address (whichever is deemed appropriate) to the nearest airport, either Narita or Haneda. In principle, sections covered by a regular commuter pass are excluded. Any available discounts, such as student fares (Gakuwari) or round-trip discounts (Oufuku-waribiki), shall be applied.

NOTE 2 : Travel Including Personal Stays Unrelated to the Conference

If your travel schedule includes **personal stays** before or after the conference that are unrelated to the conference, and if any changes bring about any modifications to your itinerary, departure, or return dates from the original schedule, please submit your application only after all of the following conditions are met.

Only if the following conditions are met, reimbursement for travel expenses will be provided up to the amount of expenses without any personal stay. To receive reimbursement for travel expenses including the personal stay, all conditions must be satisfied

- a. Obtain prior approval from your supervisor for the entire period that includes the personal stay.
- b. Attach and submit **a travel expense estimate*** for the trip without the personal stay (e.g., screenshots from route search websites or fare simulations from airline booking sites) with your application.

*** A travel expense estimate must include the following items:**

- Departure and return dates
 - Cost (for airfare, including the departure airport, class of travel, and a breakdown of the fare)
 - Route (the departure point and destination must be identifiable)
 - Source (the tool used for route simulation or the issuing source must be identifiable)
- c. Costs for any stopovers or local transportation during the personal stay period are not eligible for reimbursement.

(2) Accommodation Expenses

Accommodation within Japan, the actual cost will be reimbursed, up to JPY 10,000 per night.

Accommodation outside Japan, the actual cost will be reimbursed, up to JPY 15,000 per night.

a. 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.

b. For domestic conferences participants, 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 plan to share a room with other participants, please consult the Graduate School Office before making a reservation.

*If a personal stay is included, the accommodation cost for that period is not eligible for reimbursement.

(3) Conference Participation Fee (Annual membership fee is not eligible for reimbursement.)

(4) Overseas Travel Insurance Fee

*If a personal stay is included in a business trip for conference, insurance during the personal stay is not covered by the subsidy.

5. The Application Deadline Prior to Departure for The Conference

Submit the required documents before departing for the conference.

May 7 (Thu) 2026, 10:00 ~ February 15 (Mon) 2027, 16:00 sharp

For September Graduates: August 21 (Fri), 2026, 16:00 sharp

- (1) From this academic year, **prior application before departure** is required.

- (2) All required documents must be submitted via the Google Form designated in Section 7 – Submission Destination [Pre-Application] at **least two weeks before** attending the conference. For Form II, sections 2 (Comments / impressions/ results of your own from the conference presentation, Awards received, etc.) and section 4 (Opinions / Views by Supervisor) may be left blank.
- (3) After returning from the conference, **a post-conference submission** is required **within one week**. Submit the Form II and any documents that could not be submitted in advance via the Google Form designated in Section 7 –Where and How to Apply [Post-Conference Submission]. For Form II, sections 2 (Comments / impressions/ results of your own from the conference presentation, Awards received, etc.) and section 4 (Opinions / Views by Supervisor) should be completed.
- (4) In principle, the reimbursement amount will be determined before attending the conference. However, for expenses such as local transportation for which receipts cannot be submitted in advance, please submit the receipts and apply for reimbursement after returning from the conference.
- (5) Applications will not be accepted if the required documents are not submitted within the application period specified above.
- (6) Applications as soon as the amount is confirmed and the documents are all in order, and grants will be paid out accordingly.

<<IMPORTANT>>

Participation in Conferences Outside the Application Period (After February 15, 2027) with Return by March 31, 2027)

- All documents and receipts must be submitted within the application period (by 16:00 on February 15, 2027). Sections 2 and 4 of Form II should be left blank at the time of submission.
- If you are **unable to submit receipts**, you may substitute them with the following documents:
 - Documents that confirm the payment amount (e.g., credit card statements in your name)
 - Quotation or estimate
- For local transportation expenses, an estimate must be submitted in advance, and receipts must be submitted after your return. If receipts are not provided, the subsidy will not be paid.
- Any documents not submitted before your conference must be submitted within one week after your return via the Google Form designated in Section 7 –Where and How to Apply [Post-Conference Submission].
- Return from the conference by Wednesday, March 31, 2027, and submit any missing documents **by 16:00 on Friday, April 2, 2027. Please strictly observe this deadline.**

6. Application Documents

- (1) Application for Conference Presentation Grants <Form I>
- (2) Report for Conference Presentation Grants <Form II>
Submit the email correspondence received when obtaining your supervisor's comments.
- (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 receipt must be issued in either Japanese or English. Receipts in other languages will not be accepted. The receipt must include the date of issue, the name of the issuer, and a signature. If payment is made in cash in a foreign currency, the amount will be converted into Japanese yen using the exchange rate on the date of issuance of the receipt, and the subsidy amount will be determined accordingly.
- The payment evidence must be issued on or after April 1, 2026.
- If the receipt shows only total amount, submit a breakdown of expenses and itineraries as well.
- Even if a representative makes a reservation on behalf of a group, each individual is required to request issuance of their own receipt and submit it separately.
- When using a credit card, it should be your own card.
- If you paid in a foreign currency by your credit card, please also submit a credit card statement showing the amount in Japanese yen.
- Receipts for airfare must include in addition to the fare, the passenger's name, departure and arrival locations, date of travel, class of service, and a breakdown of charges. If the receipt doesn't have a breakdown, submit a boarding pass, a ticket stub, or a boarding card. If the airfare is included in a package (such as an accommodation-flight combined type fare) and is not shown separately, submit the cost of the flight alone as a reference estimate.
- Accommodation receipts should show cost per night, date of stay, number of guests, tax and whether meals are included or not. If not shown on the receipt, you are required to submit a detailed statement.

(9) The Registration Sheet for Payment Recipient (Submission is required each time)

(10) **In case of going abroad and attending international conferences**, submit the following "Overseas Travel Report Form" to the Global Education Center at least 14 days prior to the conference.

<https://docs.google.com/forms/d/e/1FAIpQLSenFQulzpy3IVSThgZr-AX5PL2vsRHdVW8VYnJmbX707-J8Xg/viewform>

(11) **When attending an international conference, whether travelling abroad or online**, please submit the "Hosei University Overseas Business Trip Preliminary Check Sheet" online.

https://docs.google.com/forms/d/e/1FAIpQLSf_xpYn9oyA43IUP0nqfCIIHuRjZ0C9-oV7I8-h2N_4_aLrWQ/viewform

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 evidence of payment to Graduate Schools Office at Koganei Campus (Mail submission is Acceptable). Submitted as a PDF, evidence of payment does not require paper originals.

For Application Forms, please click here

Prior Application : <https://forms.gle/QBfz9GQYGcWdH2Th6>



Post-Conference Submission : <https://forms.gle/UZ2S3QZgYvryYe5M7>



8. Payment Method

- No selection of recipients is conducted.

As stated in section 5, "The Application Deadline Prior to Departure for the Conference," payments will be made in order of submission to those who submit complete applications, including participation in conferences outside the application period, by the submission deadline. Refer to the «IMPORTANT» section on page 4.

- "Actual Expenses" refer to the total or maximum amount confirmed as legitimate based on the submitted documents.

9. Cancellation of Payment and Request for Refund

- a. In case of withdrawal or expulsion during the current academic year
- b. In the case of a false application
- c. In case it is determined that the primary purpose of the trip is not conference participation / attending but personal stay / travel such as returning home or leisure.

10. Additional Notes

- (1) For this application, it is necessary to have your academic supervisor provide their comments.

When participating in a conference or traveling abroad, you must consult your advisor for guidance on your plan beforehand and submit a report after the conference. If documents are exchanged via email, please attach proof that your advisor has given approval (such as a printout or PDF of the email correspondence) when submitting your application.

- (2) Co-payment with extramural grants such as the Scientific Research Grant is acceptable, but prior confirmation and approval from the office are required. Each grant needs receipts separately. Receipts should be submitted separately for each grant. Be sure to contact the office.
- (3) Please submit all receipts eligible for this grant. This Conference Presentation Grants is processed in accordance with the university's accounting standards. Receipts that do not meet these standards cannot be accepted.
- (4) In the event that a conference must be canceled or changed due to force majeure circumstances beyond the applicant's control, such as earthquakes, typhoons, severe weather, or epidemics, reimbursement for cancellation or change fees may be provided. Please note, however, that even in such cases, the application will count as one submission for the relevant fiscal year.
 - * Cancellation fees are also eligible for reimbursement if the applicant becomes ill as a result of an epidemic.
 - * As of April 2026, influenza, COVID-19, the common cold, etc. do not fall under the definition of "epidemics."

Applicants who wish to request reimbursement for cancellation or change fees must submit the following two items:

- a. Documentation demonstrating that the cancellation or change was unavoidable (e.g., notice of conference cancellation or proof of public transportation suspension).
- b. Payment evidence confirming that cancellation or change fees were paid (e.g., receipts).

11. Contact

Hosei University Graduate Schools Office at Koganei Campus

TEL: 042-387-6014

Inquiry 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 (Extract the page(s) where your presentation is shown)
<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 (Submission is required each time)
<input type="checkbox"/>	If the trip includes personal stays: Travel Expense Estimate for the trip <u>without</u> the personal stay
<input type="checkbox"/>	In case of going abroad and attending international conferences: fill out the "Overseas Travel Report Form"
<input type="checkbox"/>	If attending an international conference, whether travelling abroad or online, fill out the "Hosei University Overseas Business Trip Preliminary Check Sheet"