

2025 Graduate Schools Hosei University

Application Guideline for Student Paper Publication Fees Grant

This grant subsidize the cost of publishing articles in national and international journals.

1. Eligibility

Students enrolled in a master's course or doctoral course of the Graduate School are eligible (Except for students on leave of absence, trainees, and research students). **ONLY privately financed students** are eligible, regardless of whether they get a tuition fee reduction.

2. Grant Target

Articles written while in graduate school and published through the peer-reviewed submission system.

- a. If the article is co-authored, the grant is only available if the applicant is the first author or the corresponding author.
- b. Applications are accepted from April 1 until deadline. The receipt date should be after April 1 of the current year.

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

	Grant amount	Number of applications	Estimated total amount of Grant
Domestic And Overseas	UP to 200,000 yen	Once a year (regardless of Domestic or Overseas)	Up to budget limit

NOTE: Application closes when payment reaches budget. Refer to section 8. How to pay.

4. Supported Expenses

	Grant Target
①	Submission Fee
②	Publication Fee (including WEB publication)
③	Open- Access Fee
④	Reprint Cost (including WEB PDF download Fee)

5. Application deadline

March graduates: **by Monday, February 16, 2026**

September graduates: **by Wednesday, August 20, 2025**

6. Application Documents

- (1) Form of Grant for Publishing Paper
- (2) Documents indicating the decision to publish (e.g., notification of acceptance or rejection for publication)
- (3) Journal submission rules: posting and publication fees, and that the journal is peer-reviewed.
* All applicable pages if listed on the web.
- (4) A copy of the published paper's separate print (including cover and index)

- (5) Proof of payment for publication expenses (receipts, etc., addressed to applicant's name)
- Receipts and vouchers should be issued on or after April 1 of the current year.
 - Receipts and vouchers should show the applicant's name, date, company seal, publication details, and amount.
 - If paid in foreign currency with credit card, submit a statement.
 - If paid in foreign currency, converted to yen at the exchange rate on receipt date.

(6) Payee Master Registration Form

Must be submitted if this is the first grant application for the current year.

7. Where and How to submit

Fill in Google Form on Graduate Schools' HP and upload required documents.

Submit the original payment vouchers issued in paper form to the Koganei Graduate Schools Section after submitting the application form.

Application Form: <https://forms.gle/WKRLqrQA88iwapoj6>



8. How to pay

No screening of recipients. It will be accepted in order of application.

The application closes when the payment reaches budget.

9. Cancellation of Payment

Grant recipients may be disqualified for the following reasons:

- (1) Expelled or withdrawn in current year
- (2) Submitted a false application
- (3) Failed to submit the required documents

10. Additional Information

- (1) To apply for this grant, your supervisor should give you their written opinion. Ask your supervisor about publishing your paper and updates until it is finished. If you have shared documents via email or other means, please submit the proof (e.g., a PDF of the e-mail).
- (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) All receipts must be submitted to receive this grant. The Grant is processed according to the university's accounting standards. If receipts don't meet these standards, they won't be accepted. Additional documents may be requested, especially for credit card payments and receipts via Internet.
 - Receipts should be issued on or after April 1 of the school year are acceptable.
 - Credit card payments should be in your name.
 - If statements are only available on the web, submit a copy of the entire web statement.
 - Internet receipts should have a statement of use.
- (4) Foreign-language receipts should include the date, issuer's name, and signature. Receipts in

languages other than English should have Japanese translations.

11. Contact:

Administrative Office, Academic Affairs Section of Graduate School at Ichigaya Campus

TEL: 03-5228-0545

Inquiry to: <https://forms.gle/WsFC36zJYnnkzKA16>

