

2025 Graduate Schools Hosei University 【Koganei Campus】 Application Guidelines for Grant for Proofreading of Papers in Foreign Languages

This grant supports graduate students who need expert proofreading of academic research papers or reports written in a foreign language other than their native language.

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. If you would like to confirm your eligibility, please contact Graduate Schools Section in advance.

2. Grant Target

- a. Master's thesis, Doctoral dissertation, and abstract
- b. The papers and their summary presented at the domestic and/or international conferences etc.
Research paper and its summary such as a paper published in edited book, journal article and etc. for research report
- c. Publications in edited monographs, journal submissions, and other papers and abstracts for research presentations
- d. In case of co-authorship, up to the second author can be applicant.

3. Maximum Amount/Number of application times, Acceptance number of papers

Maximum amount	Maximum number of application times	Acceptance number of papers
100,000 yen per application	Once/Academic Year	Approx.15 papers

- a. If there are many applicants, the amount of subsidy per applicant may be reduced.
- b. Multiple rewrites with proofreading are considered one case. The Graduate School Committee decides how to handle major rewrite.
- c. The standard fee is approximately 8.6 yen per word. If the total cost exceeds this, you are required to submit an explanation letter.

4. Application Period for Koganei Campus

January 13, 2026 (Tue) to February 20, 2026 (Fri) 16:00

Proofreading should be completed between April 1, 2025 and February 20, 2026.

5. Required Documents

	Conference Presentations	Papers published in edited books and journal articles	Thesis, Dissertations and other(s)
(1)	Application Form (Form I)	Application Form (Form I)	Application Form (Form I)
(2)	Quotation from a proofreader (or Invoice) *The number of words required. *Addressed to applicant's name	Quotation from a proofreader (or Invoice) *The number of words required. *Addressed to applicant's name	Quotation from a proofreader (or Invoice) *The number of words required. *Addressed to applicant's name
(3)	Receipt *The number of words required. *Should be issued on and after April 1, 2025 *Addressed to applicant's name.	Receipt *The number of words required. *Should be issued on and after April 1, 2025 *Addressed to applicant's name.	Receipt *The number of words required. *Should be issued on and after April 1, 2025 *Addressed to applicant's name.

(4)	Copies of pre- and post-review papers. (Combined version is acceptable.)	Copies of pre- and post-review papers. (Combined version is acceptable.)	Copies of pre- and post-review papers. (Combined version is acceptable.)
(5)	Conference Guidelines Including Conference name, purpose, dates, location, call for presentations guidelines and program, etc.	Journal Submission Guidelines Including publication name, purpose, application period, publication date, etc. *Submission is not required for edited books.	
(6)	Acceptance email/letter for conference presentation	Acceptance email/letter for Journal Submission	

- a) If conference presentations or journal submissions are not accepted, you still can get subsidies.
- b) Invoices or bank transfer forms are not considered for proof of payment. Be sure to receive receipts by the application deadline. The receipt should have applicant's name, date of issue, contents of proofreading request, the number of proofreading words and paid amount.
Credit card payments should be in applicant's name.
- c) If the receipt is in foreign currency, submit the credit card statement showing the Japanese Yen amount.
- d) If cash payment in a foreign currency, the exchange rate on the date of receipt will be used.

6. Where and How to submit

- 1) Fill in the Google Form below and upload the required documents.
- 2) After sending this form, submit the original receipts to the Koganei Graduate Schools section (mailable). If the original receipt is in PDF format, paper submission is not required.

Apply
<https://forms.gle/kE2ABnBgFPvVZPoS9>



7. Selection and Grant Disbursement

The result and grant amount will be announced on the web bulletin board (Hoppii) in the middle of March. Grant will be transferred to the applicant's bank account by the end of March.

8. Selecting proofreader and order placement

Proofreaders can be professionals or individuals (Full-time faculty members cannot be).

The applicant requests proofreading.

The review fee is based on the "Grant-in-Aid for Scientific Research" criteria. If the fee exceeds the following criteria, you are required to submit the explanation letter to us. Consult the Graduate Schools section in advance.

<Standard Fees>

The Grant-in-Aid for Scientific Research criteria

- Approx. 2,600 yen per 300 foreign words.
- Approx. 2,600 yen per 800 Japanese words.

10. Supplementary note

- 1) If a foreign student submits a paper in Japanese to a Japanese-language academic journal, the English abstract is also eligible for this grant.
- 2) This grant covers not only English but also other languages. For example, a foreign student who writes a paper in Japanese and has it proofread can get this grant.
- 3) The applicant pays the proofreader in advance. After that, complete the application form and upload the required documents during the application period. The grant will be refunded to the applicant's account after the grant amount is approved.

- 4) Grant recipients may be disqualified for the following reasons:
- a. Expelled or withdrawn in current year
 - b. Submitted a false application
 - c. Failed to submit required documents
 - d. Other reasons for not being eligible

13. Contact

Hosei University Graduate Schools Section at Koganei Campus

Email: hge@hosei.ac.jp TEL: 042-387-6014

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

