

# [A] Announcement of GSST Financial Support for Overseas Activities in 2023

## Support for travel expenses for international conference and internship

### Fall Semester

To promote international experiences of the GSST students, GSST offers financial support for overseas academic activities including presentation at an international conference and overseas internship as follows.

#### 1. Eligibility

Master's and Doctoral students of GSST

#### 2. Overseas activities

Financial support will be provided for;

##### (1) Presentation at an international conference

-Applicants should be a presenter at an international conference held overseas.

##### (2) Overseas internship

-Applicants should conduct overseas internship for more than 30 days.

※ Currently, permission of overseas travel, including study abroad programs based on inter-university agreements, etc., is determined in each case due to the spread of COVID-19. Therefore, if you have a plan for overseas activity, please contact GSST office for details ahead of time.

#### 3. Amount of financial support

##### (1) Presentation at an international conference

Travel expense (fixed amount as shown in the table below) and accommodation expense (¥5,000- ¥8,000 per night. See table below.) will be paid. For overnight flights, accommodation expense will not be paid.

\*Conference registration fees are not supported. \*The maximum support is ¥200,000.

\*The amount of support may be subject to change.

##### (2) Overseas internship

Travel expense (fixed amount as shown in the table below) and accommodation expense (¥3,000 per night) will be paid. For overnight flights, accommodation expense will not be paid.

※The maximum support is ¥400,000.

※The amount of support may be subject to change.

Travel expense

Region/ Country	Korea Taiwan	China Mongolia	Southeast Asia	Oceania	Europe	America
Amount	¥40,000	¥60,000	¥70,000	¥110,000	¥130,000	¥150,000

#### Accommodation expense

Region/ Country	Amount
Paris, London, New York, Washington, DC	¥8,000
North America, Europe, Parts of the Middle East	¥7,000
Seoul, Hong Kong, Bangkok, Oceania	¥6,000
China, Taiwan	¥5,000

#### 4. Required documents for application

##### (1) Presentation at an international conference

- ① Financial Support Application Form: International Conference  
(Prescribed form 1 / Fill out in English)
- ② Application summary (Prescribed form)
- ③ Copy of website or official announcement of the conference with conference name, date and venue
- ④ Copy of TOEFL (including TOEFL-ITP), TOEIC (including TOEIC L&R IP) or IELTS score  
Note: Scores obtained before April 2021 are not valid. Native speakers of English are exempted. Scores should be entered to ASO system.

##### (2) Overseas Internship

- ① Financial Support Application Form: Overseas Internship  
(Prescribed form 2 / Fill out in English)
- ② Application summary (Prescribed form)
- ③ Copy of a letter of acceptance from a host institution or a host advisor
- ④ Copy of TOEFL (including TOEFL-ITP), TOEIC(including TOEIC L&R IP) or IELTS score  
Note: Scores obtained before April 2021 are not valid. Native speakers of English are exempted. Scores should be entered to ASO system.

#### 5. Minimum Requirement for English Language Proficiency

TOEIC : 500; TOEFL-iBT : 52 (TOEFL-PBT:470); IELTS : 5.0;

Note: Scores obtained before April 2020 are not valid.

#### 6. Application period

	Period for conducting proposed activities	Application period
Spring Semester	April 1 - September 30, 2023	June 12, 2023- July 28, 2023, 4 pm
Fall Semester	October 1, 2023 - March 31, 2024	September 11, 2023-October 20, 2023, 4pm

## 7. Submission of application

Submit required documents after receiving your supervisor's consent.

Submit to: Moodle site below

<https://md.kumamoto-u.ac.jp/course/view.php?id=84543>

## 8. Restriction for applications

You are not eligible for the support;

- if you receive financial support for travel/accommodation expenses from another source for the same activity.
- if you conduct internship in your home country.

## 9. Selection procedure

The committee will select successful applicants by reviewing the submitted documents. Applicants for internship may be interviewed, if necessary. Academic records may be required when needed. Students who have received financial support for "Presentation at an international conference" or "Overseas Internship" while enrolled in master or doctoral course can not apply for the same support. Priority will be placed for applicants;

- with higher English scores.
- who are in Terada Torahiko fellowship program, double degree program (DDP), Aim-High program, or enrolled in the regular Japanese program but registered in IJEP.
- who have not received any financial support from GSST previously.
- who plan to give an oral presentation rather than a poster presentation at an international conference.

## 10. Notice of selection results

Results of selection for spring semester and fall semester will be informed to the applicants and their supervisor by the end of August and by the end of January, respectively.

## 11. Required documents and procedure before conference/overseas internship (if you are selected)

Submit following documents to Academic Affairs Section before you leave Japan.

※Submission details and forms will be announced to recipients later.

### (1) Presentation at an international conference

- Itinerary
- Bank Account and Profile Registration Form
- Notification of Overseas Travel
- Copy of your overseas travel insurance
- Copy of your registration in overseas travel registration (Tabiregi) from the Ministry of Foreign Affairs of Japan website. (Only for Japanese students)  
\*<https://www.ezairyu.mofa.go.jp/tabireg/>
- OSSMA Registration Form

- Copy of passport page with holder's name and photo

## **(2) Overseas internship**

- Itinerary
- Bank Account and Profile Registration Form
- Notification of Overseas Travel
- Copy of your overseas travel insurance
- Copy of your registration in overseas travel registration (Tabiregi) from the Ministry of Foreign Affairs of Japan website. (Only for Japanese students)  
\*<https://www.ezairyu.mofa.go.jp/tabireg/>
- OSSMA Registration Form
- Copy of passport page with holder's name and photo

## **12. Required documents after conference/overseas internship**

Submit following documents to Academic Affairs Section within two weeks after you return to Japan.

※Submission details and forms will be announced to recipients later.

### **(1) Presentation at an international conference**

- Report of International Conference
- Copy of the program where the title and authors appear
- Copy of passport pages with the holder's name and photo, and seals of verification for entry and departure
- All boarding passes

### **(2) Overseas internship**

- Report of Internship
- Evaluation of Internship [filled out by your host advisor]
- Copy of passport pages with the holder's name and photo, and seals of verification for entry and departure
- All boarding passes

## **13. Responsibility after conference/overseas internship**

- Give an oral presentation in English at a meeting to report activities (Details will be given later).
- Students who conducted overseas internship should obtain the credit from INTERNSHIP I or II, if the subject has not been taken yet.
- Submit an English score (TOEFL (including TOEFL-ITP), TOEIC(including TOEIC L&R IP) or IELTS) taken within 6 months after returning to Japan. Really English practice exam score is also acceptable. Scores should be entered to ASO system.

### **【Important Notes】**

- ① Stays for other than the above mentioned purposes shall not be supported.
- ② This financial support cannot be combined with a travel fund provided from other budget.

- ③ Support shall be paid in two or three months after your trip is completed. If the overseas activity was cancelled by unavoidable circumstances, neither financial support nor cancellation fees for flight and accommodation will be paid.
- ④ Overseas activities and all paperwork have to be completed within this academic year.
- ⑤ GSST may revoke the payment of the support;
  - if recipient declines the financial support
  - if any false statement is found in the application documents
  - if recipient loses eligibility.
- ⑥ Notify to your professor and GSST Personnel Affairs Section if you are hired by Kumamoto University as a teaching assistant (TA), research assistant (RA) or technical assistant.
- ⑦ One student can submit applications to both activities, but only one application to each activity is allowed.
- ⑧ You are required to confirm in advance that you will be able to obtain a visa for your destination and countries for transit. Obtaining a visa is your responsibility.
- ⑨ If you decline our support due to unavoidable circumstances, you have to inform Academic Affairs Section of GSST immediately.
- ⑩ Consult Academic Affairs Section of GSST if you cannot submit some of required documents for application such as English scores due to unavoidable circumstances coronavirus infections.