

2019 Doshisha University Undergraduate Awards for Distinction
 [Award for Extracurricular Activities]
 Required Items for Submission

1. Notes on preparing and submitting the items

Read the list below carefully and prepare all the required items for submission.

Your application will not be considered if the submitted items are found incomplete.

Items		Important Notes
Application Form (Prescribed form)		Applicant's signature must be handwritten. Leave the space for "Name of Dean" blank as it will be filled in and sealed by the office of the faculty.
Achievement Report (Prescribed form)		The applicant must not fill in the section for applicant's supervisor/instructor. Ask a relevant person to fill it in for you.
Material Proving your achievement※	Documents	Make sure to attach documents that objectively proves each of the achievements you listed in the Achievement Report (photocopy accepted). (See 3. Material proving your achievement)
	Electronic data (video/audio files etc.) [For applicable applicants only]	<ul style="list-style-type: none"> ・ Submission in this format is only allowed if you cannot prove the achievement in paper format such as award certificate and newspaper article. ・ Electronic data such as video or audio files should be submitted as CD or DVD (e.g. video of the awards ceremony).

※Write your name and student ID clearly on all the items to be submitted.

2. Place of submission

Submit the designated items to the office of your affiliated faculty (see the Application Guide for deadline).

※Items submitted will not be returned regardless of the result of application.

3. Material proving your achievement

●If there is no award certificate:

→A printout of the page on the official website etc. stating your achievement is accepted.

●If you received the award as a member of a team:

→Attach a document that shows that you are a member of the awarded team.

※Only those who played a central or equivalent role in a team activity can include the activity as their achievement.

●If you submit a document that mentions your name (newspaper article etc.):

→Mark your name and description of the achievement with a highlighter etc. for reader's convenience.

※Attachment must be only those related to the achievement listed in the Achievement Report. Do not attach any document not related to the achievement.