**2023 Implementation guidelines of Certified Alumni Association Activities Strengthening Project at Tokyo Japanese Language Education Center**

**1. [Purpose]**

At the Tokyo Japanese Language Education Center, there are alumni organizations established by alumni volunteers in various parts of the world, including those by its predecessor Kokusai Gakuyukai alumni, and they have been carrying out a variety of activities. Our center designates those alumni associations that meet certain standards as “certified alumni associations” and works to strengthen the alumni network.

By supporting the various activities by these certified alumni associations, this project will promote networks not only among members, but also between the alumni associations, our center and Japanese society, and contributes to the promotion of study abroad and further education in Japan. The purpose of this program is to be implemented by the Japan Student Services Organization (hereinafter referred to as "Organization").

**2. [Requirements for application]**

　Certified alumni associations of Tokyo Japanese Language Education Center can apply.

**3. [Activities eligible for application]**

The following activities are covered.

(1) Activities to improve awareness and expand operations of certified alumni association

Activities to increase awareness and expand operations to acquire alumni members, such as building the alumni association's website and SNS account, and introducing member information management tools.

(2) Activities related to friendship and research for alumni members, such as holding alumni general meetings

Gathering information on the recent activities of alumni, career seminars and consultation sessions where alumni share their work experiences, presentations where alumni introduce their own academic research, and events sponsored by the alumni association where outside researchers and activities for mutual friendship and research for members, such as lectures and debates inviting experts, etc.

(3) Activities to promote study abroad and higher education in Japan

Activities that contribute to promoting study abroad and further education in Japan through the alumni network, such as disseminating information to those wishing to study abroad in Japan in their countries and regions of origin.

**4. [Period of activity covered by application]**

April 1, 2023 - January 31, 2024

**5. [Honorarium]**

An honorarium of 100,000 yen will be paid to each organization for submitting “10.(1) Activity Report”

**6. [Number of acceptable projects]**

Those by about 10 groups

**7. [Application deadline]**

[1st] 12:00(noon), September 29, 2023 (Friday)

[2nd] 12:00(noon), December 15, 2023 (Friday)

**8. [How to apply]**

Please upload the application form to the following URL and submit it digitally. Please fill out the application form in Japanese or English.

(URL) https://www.online-system.jasso.go.jp/survey/reunion\_support/ja

 (QR)

**9. [Screening and selection]**

(1) Examination

Submitted applications will be reviewed based on “2.Requirements for application” and “3.Activities eligible for application”, and applications that meet the requirements will be selected.

(2) Request for submission of additional materials, etc.

During the review process, we may make inquiries to applicants, or require additional information regarding the those contained in your application.

(3) Notification of results

The organization will notify applicants of the screening results by November 2023 (first round) and January 2024 (second round).

(4) Publication of examination results

For selected applications, we plan to publish information such as names of alumni association and the representative, as well as a summary of the initiative on the organization's website.

**10. [Documents to be submitted after adoption]**

(1) Activity report

Please prepare a designated reports of each activity and submit them to the organization by Wednesday, January 31, 2024.

The format of the activity report will be sent to the selected certified alumni associations.

When submitting an activity report, please also submit each report (photographs of the project, respectively created materials, copies of SNS, etc.) that describe the details of respective activity. Please note that the submitted content may be published on the organization's website, etc. as a case study for this project.

The activity report must include a report on the activities listed in "3. Activities eligible for application" on the application form. Additionally, a member list at the time of the report must be attached.

(2) Transfer request form

For payment of "5. Honorarium", please prepare a separately specified transfer request form and submit it to the organization by the specified deadline. The bank account for the transfer should be in the name of the alumni association, the alumni association's representative, or a deputy representative.

**11. [Cancellation of adoption]**

If there is any false information in the application, the selection will be canceled.

Also, if there are any changes to the application details, please notify us immediately. If the revised content does not meet the requirements, the selection will be cancelled.

**12. [Regarding the handling of personal information on this business]**

The organization will use the submitted application forms and personal information in the member list, in addition to implementing this project, to understand the then status of the accredited alumni association. Please note that the period of use of submitted personal information will be until the end of the fiscal year following submission.

**13. [Contact information]**

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