



College Women's Association of Japan

COLLEGE WOMEN'S ASSOCIATION OF JAPAN

Graduate Scholarship for Non-Japanese Women to Study in Japan 2017

APPLICATION FORMS AND INSTRUCTIONS

Use **only** the attached forms when applying to the College Women's Association of Japan (CWAJ) Graduate Scholarship Program for Non-Japanese Women to Study in Japan. Carefully check the eligibility requirements listed below.

Please note

- *No applicants will be accepted when applying from abroad.
- * No documents will be returned.
- *Any additional material NOT requested will be disregarded.

I. ELIGIBILITY REQUIREMENTS

Graduate Scholarship for Non-Japanese Women to Study in Japan (NJG Program): One Scholarship of ¥2.0 Million

1. Applicants must:

- Be non-Japanese, non-permanent resident women who will be enrolled in a degree program with the graduate school of a Japanese university from **April 2017 to March 2018**.
- Be residing in Japan at the time of application.
- Submit an essay in both English and Japanese.

2. The following are ineligible:

- Holders of scholarships greater than ¥1.5 million from any other scholarship program for the duration of the CWAJ Scholarship. Financial aid and awards from the university where the applicant will study may not be subject to this limitation.
- Former recipients of CWAJ awards and members of CWAJ.

II. INTERVIEWS AND SELECTION

Interviews of the finalists will be held in Tokyo. The timetable is listed below. You will be notified at least two weeks in advance if you have been selected for an interview. The interview will be conducted mostly in English. Applicants will be notified of the results in writing. CWAJ's methods, rankings and judgments are proprietary and totally confidential. CWAJ does not enter into any discussion of its decisions.

III. NJG PROGRAM SCHOLARSHIP TIMETABLE

Monday, October 17 through Wednesday, October 26, 2016	Period of acceptance: Applications must be postmarked on or between these dates only or the application will not be considered.
February 2017	Interviews – usually held on a weekend day
February 2017	Notification of recipients

IV. INSTRUCTIONS FOR COMPLETING CWAJ SCHOLARSHIP APPLICATION FORMS

Form 1 – Application for Scholarship

1. **Personal Information.** Fill in **all** items. Address for Future Reference should be an address where you expect to be able to receive mail for the next several years – for example, the address of parents or close relatives. A personal e-mail address is required.
2. **Current and Proposed Study Program.** Fill in **all** information that applies.
3. **Previous Education.** List your most recently attended university or educational institution first (whether or not a degree was granted), then all others in reverse order.
4. **Work/Volunteer/Other Experience.** List/explain significant extracurricular experience as well as work and volunteer experience. Please account for any period longer than three months when you were not working or in school. Attach additional sheets if necessary.
5. **Significant Publications, Presentations, Honors and Awards.** Include both academic and non-academic awards and honors. Information on published work should include name and date of publication and publisher. Indicate whether presentations were refereed or non-refereed.
DO NOT send the actual publications, abstracts or title pages.
6. **Previous International Experience.** Include all international assignments, study, conferences or other experiences. Do not include brief vacations.
7. **References.** List names, titles, and institutions of individuals to whom you will give Form 3, Letter of Reference.
8. **Financial Information.** List all kinds of financial aid you have received during your university education, including current and promised aid. Indicate the beginning and ending dates of the periods during which you received each form of financial aid. In the second space, list additional scholarships for which you have applied.

Form 2 – Essay

Complete the essay **in English** using both pages of Form 2. **Attach a Japanese translation** of no more than 1000 *ji* (characters). Confine your essay to the space allowed on the form. Your essay may be word-processed or handwritten and may be completed on another sheet of paper and pasted to Form 2, but it must not exceed 800 words. Sign and date your application on the second page of the form, above the line “Signature of applicant.”

Form 3 – Two Letters of Reference

Give a copy of Form 3 to two different professors and/or employers or other persons who know you well in a recent academic or professional capacity. Remind them that references must be in English or have an English translation attached. **Each original must be sealed in an envelope marked with your name and “Confidential.”** The referee should sign or stamp across the envelope seal and return the sealed envelope to you for inclusion in your application. The person completing the reference must not be a relative or personal friend.

V. COMPLETING YOUR APPLICATION

Follow the application checklist on this page **exactly**.

Any application that fails to comply with these requirements and deadlines will be disqualified.

APPLICATION CHECKLIST

- **Your application must include ALL of the following documents (a to e) in one envelope.**
 - **On the envelope, write clearly “APPLICATION ENCLOSED, NJG PROGRAM”.**
 - Any document that is not in English **MUST** be accompanied by **an English translation**.
 - No documents will be returned.
 - We suggest that you check each box at the left when you put the documents in the envelope to ensure that you have not omitted any documents.
-
- ☐ a) Make **3 complete sets** of the application documents (1 original and 2 photocopies).
Make single-sided copies only, on A4 paper. Please use paperclips only (no staples).
Assemble each set in the following order:
 - i) **Form 1**, Completed CWAJ Application.
 - ii) **Form 2**, Essay, English and Japanese versions.
 - iii) **Certified Transcripts in English**, including transcripts of any transferred credits, from **every undergraduate and graduate university** you have attended (past or present), along with an explanation of the marking system. This explanation is crucial for the Selection Committee to properly understand each transcript. If your university has an official document explaining its system, please include it. If not, ask the university to provide a brief explanation or do your best to explain it yourself. **DO NOT** send copies of diplomas or certificates of any kind.
 - ☐ b) **Two** CWAJ Letters of Reference (**Form 3**), with your name on the envelope and the envelope seal signed or stamped by the referee.
 - ☐ c) **One** certificate of university enrolment (*zaigaku shomeisho*) or other proof of acceptance to or enrolment in a degree program. If you are currently a *kenkyusei*, also send proof of your status. If you have not yet been accepted to a degree program, indicate when you expect to be notified. Photocopy of a student ID will not be accepted.
 - ☐ d) **Two** envelopes (12cm x 23.5cm) both **addressed with your name and current address in Japan with the postal code** and an **¥82 stamp** affixed to each envelope.
 - ☐ e) **¥2,000 in teigaku ko-gawase** for handling costs. (Obtain it at any Yucho Bank or the banking window of the post office. Do not write anything on it.) **NO CASH OR STAMPS WILL BE ACCEPTED.**

- **MAIL** your application to the address below, **postmarked on or between**

Monday, October 17 and Wednesday, October 26, 2016

Do not send by registered mail (*yubin kakitome*), Letterpack Plus, *takuhaibin*, or any other method that requires a signature/hanko upon delivery, as these will not be accepted.

Use the address below for your mailing label.

**141-0021
CWAJ SCHOLARSHIP COMMITTEE, NJG PROGRAM
CWAJ CENTER
2-24-13-703 Kami-Osaki, Shinagawa-ku, Tokyo**

CWAJ does not accept applications from persons living outside of Japan. Therefore we regret that we will NOT respond to any application filed by a person whose current address is not in Japan.

NO TELEPHONE INQUIRIES WILL BE ACCEPTED.

All inquiries should be sent to our email address: scholarship@cwaj.org

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COLLEGE WOMEN'S ASSOCIATION OF JAPAN APPLICATION FOR NJG SCHOLARSHIP

**Please complete this form in English, except where otherwise instructed.
Please type or word-process when possible.**

1. PERSONAL INFORMATION

FAMILY NAME First Name		Full Name: <i>Kanji</i> (if applicable) and <i>Katakana</i>	Nationality
Date of Birth	First Language	Other Languages and Proficiency (Poor, Average, Good, Fluent)	
Present Address (<i>Romaji and Kanji/Kana</i>) 〒 Personal e-mail Address: Home Tel: Fax: Mobile Tel:		Address for Future Reference (e.g. Family Home Address)	
		e-mail Address:	
		Home Tel: Fax:	
		Mobile Tel:	

2. CURRENT AND PROPOSED STUDY PROGRAM

a. Current University or College Name and Address (<i>English and Japanese</i>): 大学名、住所	b. Current Department / Field of Study - 2016
	c. Present Academic Status (Circle one) - 2016: Kenkyusei MA MS PhD Other (Specify) Year (Circle one): 1 2 3 4 5
d. Proposed University or College (if different from the current) Name and Address (<i>English and Japanese</i>): 大学名、住所	e. Proposed Department/ Field of Study - 2017
	f. Academic Status for Duration of this Scholarship - 2017-2018 (Circle one): MA MS PhD Other (Specify) Year (Circle one): 1 2 3 4 5 6
g. Name and Address of Academic Advisor for Duration of this Scholarship:	h. Have you been accepted into a graduate degree program? If "yes", please enclose verification of acceptance. If "no", when will you be notified?
	i. When do you expect to receive your proposed degree?

3. FINANCIAL INFORMATION (University level, attach additional sheets if necessary.)

Past and current fellowships, scholarships or government support. Include beginning and ending dates and amounts.
List any other financial aid for which you are applying. Specify the grantor, duration, amount, and date of notification.

4. PREVIOUS EDUCATION (Attach additional sheets if necessary.)

Academic Institution, City, Country	Field of Study	Degree Received (e.g. BS, BA, MS)	Dates of Attendance (from - to)

5. WORK/VOLUNTEER/OTHER EXPERIENCE (Attach additional sheets if necessary.)

Employer/Organization	City and Country	Description (e.g. Type of work)	Dates (from - to)

6. SIGNIFICANT PUBLICATIONS, PRESENTATIONS, HONORS and AWARDS

Date	Description

7. PREVIOUS INTERNATIONAL EXPERIENCE (Attach additional sheets if necessary.)

City and Country	Reason or Purpose	Dates (from - to)

8. REFERENCES (Names, titles, and institutions of individuals whom you have asked to complete Form 3.)

Name of Referee	Title	Institution
1.		
2.		

9. Where did you hear about the CWAJ Scholarship Program? (Check one)

☐ University/ Professor ☐ Newspaper ☐ CWAJ Member
☐ Embassy ☐ CWAJ Website ☐ Other (specify)_____

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ESSAY

In reading your application, we want to get to know you as well as we can. Please write an essay that tells us something about who you are and what you hope to achieve. Your essay should include but not be limited to: 1) a description of your proposed study program; 2) an explanation of why your subject is important; and 3) your long term plans. It should be no longer than 800 words and should fit in the space provided. Your essay may be word-processed or handwritten. Sign your application on the second page, above the line "Signature of applicant."

Please note: Members of the CWAJ Scholarship Selection Committee have backgrounds in many different fields. It is important that you write your essay as if you were explaining yourself and your work to an educated person who is not an expert in your field.

Word Count _____

I certify that this statement is entirely my own original work and that all information included in this application is accurate to the best of my knowledge.

Signature of applicant (required)

Date _____

3

COLLEGE WOMEN'S ASSOCIATION OF JAPAN CONFIDENTIAL LETTER OF REFERENCE

Name of Applicant _____

Thank you for helping the College Women's Association of Japan to evaluate the scholarship applicant named above. Please complete this form in English or include an English translation. Place the completed form in a sealed envelope marked with the applicant's name and "Confidential." Sign or place your official seal across the envelope seal, and return the envelope to the applicant for inclusion in the completed application. Please word process or print clearly. You may attach a separate sheet with your responses.

Name of Referee _____

Occupation, Title, Field _____

Firm or Institution _____

Address _____

Tel _____ **Fax** _____ **e-mail** _____

How well, how long, and under what conditions have you known the applicant?

The CWAJ Selection Committee would like your assessment of each of the following characteristics with respect to this applicant. Using the following numeric ranking system, please place a number in the box beside each of the categories below. In the spaces provided, please discuss your ranking of the applicant with respect to each characteristic, using specific examples. (If you prefer, your discussion of these items may be typed on another sheet and attached.)

RANKINGS:

1 – Exceptional (one of the best I have encountered in my career)

5 – Average

2 – Excellent (top 10%)

6 – Below Average

3 – Very Good (well above average)

X – No basis for judgment

4 – Good (above average)

1. The applicant's intellectual ability and knowledge in her chosen field

RANKING

2. The applicant's future potential in her chosen field

3. The merit and validity of the applicant's study program

4. The applicant's ability to plan and execute study objectives

5. The initiative, character and leadership qualities of this applicant

Please use the space below to tell us anything else you think would help us to evaluate this applicant.

Signature

Date

Thank you for taking the time to fill in this form.

3

COLLEGE WOMEN'S ASSOCIATION OF JAPAN CONFIDENTIAL LETTER OF REFERENCE

Name of Applicant _____

Thank you for helping the College Women's Association of Japan to evaluate the scholarship applicant named above. Please complete this form in English or include an English translation. Place the completed form in a sealed envelope marked with the applicant's name and "Confidential." Sign or place your official seal across the envelope seal, and return the envelope to the applicant for inclusion in the completed application. Please word process or print clearly. You may attach a separate sheet with your responses.

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1. The applicant's intellectual ability and knowledge in her chosen field

RANKING

2. The applicant's future potential in her chosen field

3. The merit and validity of the applicant's study program

4. The applicant's ability to plan and execute study objectives

5. The initiative, character and leadership qualities of this applicant

Please use the space below to tell us anything else you think would help us to evaluate this applicant.

Signature

Date

Thank you for taking the time to fill in this form.

FINAL APPLICATION CHECKLIST

Take a moment and review all the documents required. Be sure to check that you have included everything, especially the two sets of copies and the *teigaku ko-gawase*.

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