Application Process

STEP 01

Creating a MyPage account

1. To enter the Application Support System, click the "Apply Now" button in the top page of the Foundation's web site. Click the "Create a MyPage account" button in the top right-hand corner of the screen.
2. Register your email address. (Please use the email address other than yahoo address.)
3. A MyPage registration link will be sent to the email address you entered. Click that link and set a password and security question.
4. A login ID will be automatically generated.

You have now created a MyPage account.

STEP 02

Prepare your application documents

1. Log in to MyPage.
2. Enter the basic information.
3. Upload your Scholarship Application Form (handwritten) and academic transcript. (If the application form is written in English, please upload a Japanese translation as well. Submit the application form and the Japanese translation in different PDF files, and upload them respectively to the "Scholarship application form" and "Japanese translation" sections.)

* Use a scanner to digitize your form as a PDF file. (We do not accept PDFs created from photographs using smartphone applications and the like. Do not scan using horizontal [landscape] orientation.)

* Do not upload any documents (such as papers) other than your application form to the "Scholarship application form" section.

* Do not upload any documents other than your academic transcript to the "Academic transcript" section.

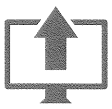
* Upload the Japanese translation of your application form only in the case where you have written your application in English. (All English entries of the application form; including that of page 1 to 3, must be accompanied by a Japanese translation.) Do not upload any documents other than Japanese translations to the "Japanese translation" section.

* You can check to see which documents you have saved and uploaded by pressing the "Display PDF" button.
  You may also edit your application details and upload documents as many times as you like before pressing the "Submit" button.

* Your application will be disqualified if there is any difference between the basic information and the entry contents of your application form.

* The application form without your photograph will be disqualified.

STEP 03



Online submissions

After you have verified your basic information and uploaded all of the necessary application documents, click the "Submit" button on MyPage.

* Please make sure that you have uploaded all the pages of Scholarship Application Form (pages containing photos should be uploaded in colors) and other required documents.

* Your Application Form will be disqualified if it is not collated in the correct order or if any of the pages is aligned in the wrong direction.

* Certificate of residence and letters of recommendation must not be submitted online.

* You cannot cancel your online submission. Click the "Display PDF" button and check once more through the PDF you uploaded, before clicking "Submit."

Online submission completed/reference number issued

STEP 04

Prepare documents for mailing

Write your reference number (issued after the completion of online submission) in the following five locations of each application document.

- Checklist: Reference number column in the upper right-hand corner
- Scholarship Application Form: Reference number column in the upper left-hand corner of page 1
- Academic transcript, student registration certificate, and certificate of residence: Upper right-hand corner of each document
  Example: "19-1"

* The application form without the reference number will be disqualified.

STEP 05

Submissions by mail

Use the checklist to confirm that all of the application documents are ready and send them to the Foundation by the deadline.

* The letter of recommendation must be mailed in a sealed envelope. Opened letters of recommendation will not be accepted.

* Your application will be disqualified if there is any difference between the application form submitted online and the one mailed to the Foundation Office.