



College Women's Association of Japan

COLLEGE WOMEN'S ASSOCIATION OF JAPAN

Graduate Scholarship for Non-Japanese Women to Study in Japan 2019

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.**

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

I. ELIGIBILITY REQUIREMENTS

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 2019 to March 2020**.
- Be residing in Japan at the time of application.
- Submit an essay in English.

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 shown 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 15 through Tuesday, October 23, 2018	Period of acceptance: Applications must be postmarked on or between these dates only or the application will not be considered.
February 2019	Interviews – usually held on a weekend
March 2019	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, text only (no photos or graphics). 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.
 - 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 application handling fee. (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 15 through Tuesday, October 23, 2018

Send by regular mail or Letterpack Light.

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.

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

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