

1

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 (<i>Poor, Average, Good, Fluent</i>)	
Present Address (<i>Romaji and Kanji/Kana</i>) 〒			Address for Future Reference (e.g. Family Home Address)	
Personal e-mail Address:			e-mail Address:	
Home Tel:	Fax:		Home Tel:	Fax:
Mobile Tel:			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) _____

2

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

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)
- 2 – Excellent (top 10%)
- 3 – Very Good (well above average)
- 4 – Good (above average)

- 5 – Average
- 6 – Below Average
- X – No basis for judgment

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

RANKING

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

RANKING

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.

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)
- 2 – Excellent (top 10%)
- 3 – Very Good (well above average)
- 4 – Good (above average)
- 5 – Average
- 6 – Below Average
- X – No basis for judgment

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

RANKING

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

RANKING

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*.

- **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:
 - iv) **Form 1**, Completed CWAJ Application.
 - v) **Form 2**, Essay, English and Japanese versions.
 - vi) **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.) **NO CASH OR STAMPS WILL BE ACCEPTED.**

