



College Women's Association of Japan

**COLLEGE WOMEN'S
ASSOCIATION
OF JAPAN**

**Scholarship
for the Visually Impaired
to Study Abroad
2019**

APPLICATION FORMS AND INSTRUCTIONS

Use **only** the attached forms when applying to the College Women's Association of Japan (CWAJ) Scholarship for Visually Impaired to Study Abroad. Carefully check the eligibility requirements listed below.

Please note:

***No applicants will be accepted when applying from abroad.**

***None of the documents submitted will be returned.**

***Any additional material not requested, such as publications, will be disregarded.**

Scholarship for the Visually Impaired to Study Abroad (SVI-SA Program): One Scholarship of ¥3.0 Million

I. ELIGIBILITY REQUIREMENTS

1. Applicants must be visually impaired women or men with a Certificate of Disability Grade 1-6.
2. Applicants must be Japanese nationals or special permanent residents (*tokubetsu eijusha*) of Japan living in Japan from the time of application until March 31, 2019. Applicants currently studying or living abroad are ineligible.
3. Applicants for an undergraduate award must have completed at least two years of undergraduate studies in a Japanese university (four-year course) by March 31, 2019.
4. Applicants for a graduate award must have graduated with a degree from a Japanese university (four-year course) by June 30, 2019.
5. Applicants must be accepted into a program taught in English at an accredited university or research institution abroad by March 31, 2019, and must be enrolled within that year for the 2019-2020 academic year.
6. Applicants must submit a TOEFL or IELTS score as a part of the application. The test must have been taken after October 1, 2016.

The following are ineligible:

1. Applicants who have studied abroad at the college level in an English-speaking institution for a total of more than two (2) academic years.
2. Holders of scholarships greater than ¥2.0 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.
3. 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 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 discuss its decisions.

III. SVI-SA PROGRAM SCHOLARSHIP TIMETABLE

Wednesday, November 7 through Wednesday, November 14, 2018	Period of acceptance: Applications must be postmarked on or between these dates only or the application will not be considered.
February ~ March 2019	Interviews and notification of recipient. Interviews usually take place on a weekend.

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 email address is required.
2. **Educational Qualifications.** List your most recently attended university first, then all others in reverse order.
3. **TOEFL or IELTS Score.** Indicate highest score received on any tests taken after October 1, 2016.
4. **Previous Study Abroad/International Experience.** Include all international assignments, study, conferences or other experiences. Do not include brief vacations.
5. **Proposed study program.** Fill in all information that applies.
6. **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.
7. **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.**
8. **References.** List names, titles, and institutions of individuals to whom you will give Form 3, Letter of Reference.
9. **Financial Information.** List all forms 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 other 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 that says “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 instructions on the checklist below **exactly**.

Late or incomplete applications or applications with insufficient copies will not be considered.

APPLICATION CHECKLIST

- **Your application must include ALL of the following documents (a to f) in one envelope.**
 - **Clearly mark “APPLICATION ENCLOSED, SVI-SA PROGRAM” on the envelope.**
 - Any document that is **not in English** must be accompanied by **an English translation**.
 - We suggest that you check each box on the left when you put documents in the envelope to ensure that you have not omitted any of the documents.
- a) Make **3 complete sets** of 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) **One** (1) photocopy of your **TOEFL or IELTS score**.
- c) **One** (1) photocopy of your **Certificate of Disability**.
- d) **Two** (2) CWAJ Letter of Reference Forms (**Form 3**), with your name on the envelope and the envelope seal signed or stamped by the referee.
- e) **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.
- f) Remit **¥2,000 application handling fee to the following:**
- | | |
|-----------------------------|------------------|
| Bank of Mitsubishi UFJ | 三菱 UFJ 銀行 |
| Meguro Branch (#680) | 目黒支店 (店番 680) |
| Savings Account No: 0259076 | 普通預金口座 : 0259076 |
| Ippan Shadan Hojin CWAJ | 一般社団法人 CWAJ |

** On the bank form, put “SVISA” after your name (example: Yamada Hanako SVISA).

** Any bank fee is to be paid by the applicant.

** Put a copy of the receipt in the application packet when you send it. Your application will be ineligible without a copy of the receipt.

- **MAIL** your application to the address below, **postmarked on or between Wednesday, November 7 and Wednesday, November 14, 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 as a mailing label.

**CWAJ SCHOLARSHIP COMMITTEE, SVI-SA 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 be unable to 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
SCHOLARSHIP APPLICATION
FOR THE VISUALLY IMPAIRED TO STUDY ABROAD**

Please complete this form in English. Responses should be clearly printed or word-processed.

1. PERSONAL INFORMATION

FAMILY NAME First Name(s)		Name (<i>Kanji</i>)	
Date of Birth	Nationality (Special Permanent Resident must attach copy of registration paper)	Grade of Disability	
Present Address: (<i>Kanji & Romaji</i>)		Address for Future Reference (<i>Kanji & Romaji</i> , e.g. Family Home Address):	
Personal e-mail Address Home Tel: Fax: Mobile Tel:		e-mail Address: Home Tel: Fax: Mobile Tel:	

2. EDUCATIONAL QUALIFICATIONS (Attach additional sheets if necessary)

Academic Institution, City, Country	Department/Field of Study	Degree Received/ Current Status	Dates of Attendance (from - to)

3. PREVIOUS STUDY ABROAD OR INTERNATIONAL EXPERIENCE

Junior/Senior high school/University/ Other	Country	Dates (from - to)

4. TOEFL / IELTS Score: _____ **Date taken:** _____

5. PROPOSED STUDY PROGRAM (Attach additional sheets if necessary)

Name and address of university to which you are applying.	Department and Field of Study	Degree	Accepted (Yes/No)*	Dates (from - to)

*If no, please send verification of acceptance as soon as received

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

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

7. SIGNIFICANT PUBLICATIONS, PRESENTATIONS, HONORS and AWARDS

Date	Description (Attach additional sheets if necessary)

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

Name of Referee	Title	Institution
1.		
2.		

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

<p>Previous and current fellowships, scholarships or government support. Include dates and amounts.</p>
<p>List any other scholarships for which you are applying. Specify the grantor, duration, amount, and date of notification.</p>

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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, text only (no photos or graphics). Sign and date your application on the second page, above the line "Signature of applicant."

Please note: Members of the CWAJ Scholarship Selection Committees 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)

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/his chosen field

RANKING

2. The applicant's future potential in her/his 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.

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COLLEGE WOMEN’S ASSOCIATION OF JAPAN CONFIDENTIAL LETTER OF REFERENCE

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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/his chosen field

RANKING

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Signature

Date

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