



College Women's Association of Japan

# COLLEGE WOMEN'S ASSOCIATION OF JAPAN

## Graduate Scholarship for Japanese Women to Study Abroad 2022

50<sup>th</sup> Anniversary  
(1972-2022)

## INSTRUCTIONS for Application Forms

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

**Please note:**

- \* **No applicants will be accepted when applying from abroad.**
- \* **No documents will be returned.**
- \* **Additional material NOT requested will be disregarded.**
- \* **An Application Number is required to submit an application.**

### **CWAJ Graduate Scholarship for Japanese Women to Study Abroad (SA Program): Two Scholarships of ¥3.0 million each**

#### **I. ELIGIBILITY REQUIREMENTS**

1. Applicants must be women who are Japanese nationals or special permanent residents, living in Japan from the time of application until the end of April 2022. Applicants currently studying or living abroad are ineligible.
2. Applicants must have graduated with a degree from a Japanese university (four-year course) by **July 31, 2022**.
3. **TOEFL or IELTS Score**  
Applicants must submit a TOEFL or IELTS score from a test taken after **October 1, 2019**.

**TOEFL**

- Applicants pursuing a graduate degree in the natural sciences, math, medicine or engineering must have an overall score of at least **570 (IBT 88)**.
- Applicants pursuing a degree in any other field must have an overall score of at least **600 (IBT 98)**.

**IELTS**

- Applicants pursuing a graduate degree in the natural sciences, math, medicine or engineering must have an overall score of at least **6.5**.
- Applicants pursuing a degree in any other field must have an overall score of at least **7.0**.

**TOEFL or IELTS scores submitted separate from or after the application will not be accepted.**

4. Applicants must be accepted by April 15, 2022, into a graduate degree program that is taught in English at an accredited university or research institution abroad. The applicant must be present and enrolled at the accredited university or research institution abroad for the 2022-2023 academic year. Online study from Japan will not be accepted.

**The following are ineligible:**

1. Applicants who have studied abroad at university-level for a total of more than two (2) academic years.
2. Applicants who have a degree from an overseas university or institution.
3. Holders of scholarships greater than ¥2.0 million per year 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.
4. 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 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. SA PROGRAM SCHOLARSHIP TIMETABLE

Friday, October 1, 2021	<b>Registration for Application Number on website (online Form A)</b>
Wednesday, October 13 through Wednesday, October 20, 2021	<b>Period of acceptance:</b> Applications must be submitted online on or between these dates only, or the application will not be considered. <b>Note: Do not make bank transfer of the application fee before October 1, 2021</b>
February 2022	Interviews – usually held on weekend
March 2022	Notification of recipients

## IV. INSTRUCTIONS FOR COMPLETING CWAJ SCHOLARSHIP APPLICATION FORMS

**Complete Form A to obtain an Application Number** (from October 1)

1. Fill in Personal Information to generate Application Number.
2. Address for Future Reference should be an address where you expect to be able to receive postal mail for the next several years – for example, the address of parents or close relatives. A personal email address is required (not a school address).

### **Form 1 – Application for Scholarship**

1. **Personal Information.** Fill in all items.
2. **TOEFL or IELTS Score.** Indicate highest overall score received on any tests taken after October 1, 2019.
3. **Educational Qualifications.** List your most recently attended university first, then all others in reverse order.
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, include all programs you are applying to.
6. **Work/Volunteer/Other Experience.** List/explain significant extracurricular activities as well as work and volunteer experience. Please account for any period longer than three months when you were not working or in school.
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 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 Form 2. **It must not exceed 800 words** (no photos or graphics), with a maximum of 2 pages long. Sign (or write) your full name and the date at the end of the essay, above the line.

### **Form 3 – Two Letters of Reference**

Send 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. The referee must include your Application Number and name at the top of the page and his/her full name and date at the end of the page. The completed form must be returned as a PDF.

It is your responsibility to verify that the references are submitted online by the referees within the acceptance period, and that the references are clearly marked with your last name and application number. Any reference received after the acceptance period will be disregarded and your application will not be processed.

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**.

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

### **APPLICATION CHECKLIST**

- **You must first apply for an Application Number (Form A) before you can submit your application (Form A available from October 1, 2021).** Your application number and the document and reference uploading links will be emailed to you after you register.
  - **Your application must include ALL of the following documents (a to d).**
  - 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 attach the documents to ensure that you have not omitted any documents.
- a)
- i) **Form 1**, Completed CWAJ Application.
  - ii) **Form 2**, Essay in English, with full name (or signature) and date.
  - iii) **Scans of 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. You may be required to send the original transcript(s) by mail if you are shortlisted for an interview.

- b) **One scan of your TOEFL or IELTS score.**
- c) If applicable, a special permanent resident must send **one** scan of her Residence Card (Zairyu Card, 在留カード).
- d) **A scan of the bank transfer receipt of the ¥2,000 application fee paid to the bank account below: (Do not transfer the fee before October 1, 2021.)**

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
Account name: SHA) CWAJ (Ippan Shadan Hojin CWAJ -一般社団法人 CWAJ)	

**Be sure to put “SA application number” before your name.**

*Example: SA00 Yamada Hanako*

Any bank fee is to be paid by the applicant.

Name in alphabet only.

- **BEFORE uploading any file, change the file names to the following format** (for easy identification of sender and document).

**File name format:** Program name-Application number-LAST NAME-Document type

**Upload 1:** The Application Form with the Essay and Transcripts must be combined into a single PDF and named in the following format:

Ex: SA00-YAMADA-Application-Transcripts

**Upload 2:** The Test score must be combined with other documents into a single PDF and named in the format below. "Other" if applicable: Residence card, Acceptance letter, etc.

Ex: SA00-YAMADA-TestScore-Other

**Upload 3:** The Bank receipt must be a legible scan saved as a PDF (cross out the account number) and named in the following format:

Ex: SA00-YAMADA-Bank receipt

**Reference Letter:** Give the Letter of Reference Form 3 file to your referees with the correct file name, and the “Reference Uploading” link. The Reference must be uploaded as a PDF.

Ex: SA00-YAMADA-Reference

- **UPLOAD your application between (inclusive)**

**Wednesday, October 13 and Wednesday, October 20, 2021**

using the uploading link you will receive after registering for an application number

**It is your responsibility to verify that the references are submitted online by the referees within the Acceptance Period, and that the references are clearly marked with your last name and Application Number.**

**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.**

**Please note that CWAJ communicates by email only.**

**All inquiries should be sent to our email address: [scholarshipinquiry@cwaj.org](mailto:scholarshipinquiry@cwaj.org)**