



# **COLLEGE WOMEN'S ASSOCIATION OF JAPAN**

## **Graduate Scholarship for Non-Japanese Women to Study in Japan 2023**

# INSTRUCTIONS for Application Forms

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

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 ID Number is required to submit an application.**

### I. ELIGIBILITY REQUIREMENTS

**Applicants must:**

1. Be non-Japanese, non-permanent resident women, including LGBTQ+.
2. Be enrolled in a **PhD degree program**, but not in the final year, in a graduate school of a Japanese university from **April 2023 to March 2024**.
3. Be residing in Japan at the time of application.
4. Submit an essay in English.
5. Applicants must submit proof of payment of application fees of ¥2,000.

**The following are ineligible:**

1. Applicants who have any education (not including short-term language study) in Japan prior to a bachelor's degree.
2. 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.
3. Former recipients of CWAJ awards and members of CWAJ.

### II. INTERVIEWS AND SELECTION

Interviews of the finalists will be held online or 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 by email. **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

July 2022	<b>Form A – Registration for Application ID Number on website</b> Links to the Application Forms will be available after registering for an Application ID Number.
September 25, 2022	<b>Payment of ¥2,000 application fee by bank transfer may be made from this date</b>
Monday, October 10, 2022, 23:59 JST	<b>Deadline:</b> Applications with required documents and references must be submitted online by the deadline <b>Note: Do not make bank transfer of the application fee before September 25, 2022</b>
February 2023	<b>Interviews</b> – usually held on a weekend
March 2023	<b>Notification</b> of recipients

### IV. INSTRUCTIONS FOR COMPLETING CWAJ SCHOLARSHIP APPLICATION FORMS

**Complete Form A** to obtain an Application ID Number. Form A is online at <https://form.jotform.com/222038172729456>

**You must first apply for an Application ID Number (Form A) before you can submit your application.**

1. Fill in Personal Information to generate Application ID Number.
2. Please check all the boxes.

You will receive an email with the links to Forms 1, 2 and 3 as described below.

#### **Form 1 - Application Form for Scholarship**

Verify your ID number, email address, family name and first name

1. **Personal Information.**  
Permanent Address 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 relative.
2. **Current and Proposed Study Program.** Fill in **all** information that applies, especially dates.
3. **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 you received each form of financial aid. In the second space, list additional scholarships for which you have applied
4. **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. Do not include non-university education.
5. **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.
6. **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.

7. **Previous International Experience.** Include all international assignments, study, conferences or other experiences. Do not include brief vacations.
8. **References.** List names, titles, and institutions of individuals who will complete your Letter of Reference.
9. **Essay.** Complete the essay **in English. It must not exceed 800 words** (no photos or graphics).
10. **Certified Transcript.** Upload transcript(s) 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.

Your file names should have your Application ID Number and Last Name, *for example: NJG002 Smith Transcript.pdf*. **DO NOT** upload 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.

## Form 2 – Eligibility Documents

Use this form to upload evidence of:

1. 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.
2. **Residence card (*zairyu card*)** both front and back.
3. **Bank receipt of ¥2,000** application fee to be paid to the bank account below: **(Do not transfer the fee before September 25, 2022.)**

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)	

When paying, please write: your “**NJG application ID number**” before your name.

*Example: NJG000 Mary Smith*

Any bank fee is to be paid by the applicant.

Name in alphabet only.

## Form 3 -Two Letters of Reference

Send the Letter of Reference link that you will be provided (after registering for an Application ID Number) 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 ID Number and last name and his/her full name and date.

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

The person completing the reference must not be a relative or personal friend.

**Please submit your application and letters of reference by**

**Monday October 10, 2022, 23:59 JST**

using the links you will receive after registering for an Application ID Number

**It is your responsibility to verify that the references are submitted by the referees by the deadline, and that the references are clearly marked with your last name and Application ID 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)**  
(If you have an Application ID Number, please also use that number in your communications with the Committee.)