



College Women's Association of Japan

COLLEGE WOMEN'S ASSOCIATION OF JAPAN

Graduate Scholarship for Japanese Women to Study Abroad

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CWAJ Cartier Scholarship

2023

INSTRUCTIONS for Application Forms

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.**

CWAJ Graduate Scholarship Two Scholarships of ¥3.0 million each

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CWAJ Cartier Scholarship One Scholarship of ¥3.0 million

**Both CWAJ Graduate Scholarship and CWAJ Cartier Scholarship have the same eligibility requirements and are submitted in the same form. The recipient of CWAJ Cartier Scholarship is selected from among the applicants of CWAJ Graduate Scholarship.*

I. ELIGIBILITY REQUIREMENTS

1. Applicants must be women, including LGBTQ+.
2. Only Japanese nationals or special permanent residents can apply.
3. Applicants must be living in Japan from the time of application until the end of April 2023.
4. Applicants currently studying or living abroad are ineligible.
5. Applicants must have graduated with a degree from a Japanese university (four-year course) by **July 31, 2023**.
6. **TOEFL or IELTS Score**
Applicants must submit a TOEFL or IELTS score from a test taken after **October 1, 2020**.

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 after the application will not be accepted.

7. Applicants must be accepted by March 31, 2023, 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 2023-2024 academic year. Online study from Japan will not be accepted.
8. Applicants must submit proof of payment of application fees of ¥2,000.

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

July 2022	Form A – Registration for Application ID Number on website Links to the Application Forms will be available after registering for an Application ID Number.
October 3, 2022	Payment of ¥2,000 application fee by bank transfer may be made from this date
Monday, October 24, 2022, 23:59 JST	Deadline: Applications with required documents and references must be submitted online by the deadline Note: Do not make bank transfer of the application fee before October 3, 2022
February 2023	Interviews: usually held on a weekend
March 2023	Notification of recipients

IV. INSTRUCTIONS FOR COMPLETING CWAJ SCHOLARSHIP APPLICATION FORMS

Complete Form A to obtain an Application Number

You must first apply for an Application ID Number (Form A) before you can submit your application. (link: <https://form.jotform.com/221891860760461>)

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

The *CWAJ Cartier Scholarship* is granted to a Japanese woman to study abroad in an English language graduate program with a focus on her potential to contribute to society through her leadership in the fields of entrepreneurship and business. Scholarships are awarded based on a candidate's academic excellence, the quality and feasibility of her proposed study and there is no age limit or restriction on the field of study.

Indicate whether you would like to be considered for the CWAJ Cartier Scholarship. By making this selection, you understand that if you are selected as CWAJ Cartier Scholarship recipient you are expected to give a presentation about your experiences to Cartier management and staff 2-3 times during the scholarship year.

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 relatives.
2. **TOEFL or IELTS Score.** Indicate highest overall score received on any tests taken after October 1, 2020.
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.

*If you would like to be considered for the CWAJ Cartier Scholarship, please explain how your plan of study will help build your leadership and entrepreneurship skills in 150 words or less.

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 ask for a Letter of Reference (Form 3).
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 you received each form of financial aid. In the second space, list additional scholarships for which you have applied
10. **Essay.** Complete the essay **in English. It must not exceed 800 words** (no photos or graphics).
11. **Certified Transcripts.** 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: SA002 Haneda Transcript.png*. **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. Your status as a Special Permanent Resident, if applicable.
2. Evidence of your TOEFL or IELTS score.
3. Letter of acceptance, if any.
4. Bank payment receipt of **¥2,000** application fee.

¥2,000 application fee to be paid to the bank account below: **(Do not transfer the fee before October 3, 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: **“SA application number”** before your name.

Example: SA00 Yamada Hanako

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 of submission.

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 24, 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 (If you have an Application ID Number, please also use that number in your communications with the Committee.)