



College Women's Association of Japan

COLLEGE WOMEN'S ASSOCIATION OF JAPAN

Graduate Scholarship for Non-Japanese Women to Study in Japan 2022

40th Anniversary
(1981-2021)

INSTRUCTIONS for Application Forms

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

Please note

- * **No applicants will be accepted when applying from abroad.**
- * **No documents will be returned.**
- * **Any additional material NOT requested will be disregarded.**

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

I. ELIGIBILITY REQUIREMENTS

1. Applicants must:

- Be non-Japanese, non-permanent resident women.
- Be enrolled in a **PhD degree program**, but not in the final year, in a graduate school of a Japanese university from **April 2022 to March 2023**.
- Be residing in Japan at the time of application.
- Submit an essay in English.

2. The following are ineligible:

- Applicants who have any education (not including short-term language study) in Japan prior to a bachelor's degree.
- 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.
- 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 mostly 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. NJG PROGRAM SCHOLARSHIP TIMETABLE

Monday, October 11 through Monday, October 18, 2021	Period of acceptance: Applications must be postmarked on or between these dates only or the application will not be considered.
February 2022	Interviews – usually held on a weekend
March 2022	Notification of recipients.

IV. INSTRUCTIONS FOR COMPLETING CWAJ SCHOLARSHIP APPLICATION FORMS

Form 1 – Application for Scholarship (The Word document is fillable.)

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 e-mail address is required.
2. ***Current and Proposed Study Program.*** Fill in all information that applies, especially dates.
3. ***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.
4. ***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.
5. ***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.**
6. ***Previous International Experience.*** Include all international assignments, study, conferences or other experiences. Do not include brief vacations.
7. ***References.*** List names, titles, and institutions of individuals to whom you will give Form 3, Letter of Reference.
8. ***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 (The Word document is fillable.)

Complete the essay **in English**, you may use up to two pages for Form 2. Since the Word document can be typed in (fillable), please word process your essay. It should be no longer than 800 words (no photos or graphics). Sign with your full name and the date of your application at the end of the form, above the line “Signature of applicant.” Signature is required, otherwise the application will not be considered.

Form 3 – Two Letters of Reference (The Word document is fillable.)

Give a copy of the Form 3 file 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. After filling in the form, **they must print, sign and date, and place the original in an envelope sealed and 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 application checklist on this page **exactly**.

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

APPLICATION CHECKLIST

- **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:
- i) **Form 1**, Completed CWAJ Application.
 - ii) **Form 2**, Essay in English, with signature and date.
 - 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) **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 neatly **addressed with your name and current address in Japan with the postal code** and an **¥84 stamp** affixed to each envelope.
- e) **Copy 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 “NJG” before your name. Example: NJG Jane Smith

Any bank fee is to be paid by the applicant.

Name in alphabet only

■ **MAIL** your application to the address below, **postmarked on or between**

Monday, October 11 and Monday, October 18, 2021

Send by regular mail or Letterpack Light (blue envelope).

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 be ineligible.**

Send your application to the address below.

**141-0021
 CWAJ SCHOLARSHIP COMMITTEE
 NJG PROGRAM
 CWAJ CENTER
 2-24-13-703 Kami-Osaki, Shinagawa-ku, Tokyo**

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