



College Women's Association of Japan

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

## **Graduate Scholarship for Non-Japanese Women to Study in Japan 2012**

# APPLICATION FORMS AND INSTRUCTIONS

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.**

## I. ELIGIBILITY REQUIREMENTS

### Graduate Scholarship for Non-Japanese Women to Study in Japan (NJG Program): 1 Scholarship of ¥2 Million

1. Applicants must be non-Japanese, non-permanent resident women who will be enrolled in a degree program with the graduate school of a Japanese university from **April 2012 to March 2013**.
2. Applicants must be residing in Japan for study purposes at the time of application.
3. Applicants must have adequate ability in Japanese, as well as in English.
4. Holders of scholarships greater than ¥1.0 million from any other scholarship program are ineligible. Financial aid and awards from the university where the applicant will study may not be subject to this limitation.
5. Former recipients of CWAJ awards and members of CWAJ are ineligible.

## 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. NJG PROGRAM SCHOLARSHIP TIMETABLE

<b>Tuesday, October 11, through Tuesday, October 25, 2011</b>	<b>Period of acceptance:</b> Applications must be postmarked on or between these dates only or the application will not be considered.
February 2012	Interviews – usually held on weekend days
February 2012	Notification of recipients

## 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.
2. **Current and Proposed Study Program.** Fill in all information that applies.
3. **Financial Information.** List all kinds of financial aid you have received during your 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 scholarships you have applied for but have not yet received.
4. **Previous Education.** Include all previous educational institutions attended since high school, whether or not a degree was granted.
5. **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.
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. Attach *only* copies of abstracts or programs of presentation, and/or title pages of publications showing authors' names. Do not send the actual publications.

***Previous International Experience.*** Include all international assignments, study, conferences or other experiences. Do not include brief vacations.

### **Form 2** – Essay

Complete the essay **in English** using both pages of Form 2. **Attach a Japanese translation** of no more than 1000 ji . 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 750 words. Sign your application on the second page of the form.

### **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 an 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 “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.

Follow the application checklist on the next 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) **3 complete sets** of the application documents listed from i) to iii):

- one original copy
- two Xeroxed copies

The documents should be inserted in the envelope in the following order:

- i) **Form 1**, Completed CWAJ Application.
- ii) **Form 2**, Essay, English and Japanese versions.
- 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.

b) **Two (2) CWAJ Letters of Reference (Form 3)**, completed by two different professors and/or employers or persons who know you well in an academic or professional capacity.

c) **One (1) certification 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 (2) envelopes (12cm x 23.5cm) with your name and current address in Japan with the postal code printed on them** and an **¥80 stamp** affixed to each.

e) **¥1000 yubin ko-gawase** for handling costs. (You can obtain it at a post office. Do not write anything on it.) **NO CASH OR STAMPS WILL BE ACCEPTED.**

-- **MAIL** your application to the address below, **postmarked on or between Tuesday, October 11 and Tuesday, October 25, 2011.**

-- **Do not send by yubin kakitome (registered mail) or takuhaibin as these will not be accepted.**

Use the address below for your mailing label.

**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. We therefore 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.**

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

## 1

**COLLEGE WOMEN'S ASSOCIATION OF JAPAN  
APPLICATION FOR NJG SCHOLARSHIP**

**Please complete this form in English, except where otherwise instructed.  
Responses should be clearly printed or word-processed**

**1. PERSONAL INFORMATION**

Family Name		First Name	Full Name: <i>Kanji</i> (if applicable) and <i>Katakana</i>		Nationality
Date of Birth	First Language		Other Languages and Proficiency (Poor, Average, Good, Fluent)		
Present Address ( <i>Romaji and Kanji/Kana</i> ) 〒			Address for Future Reference (e.g. Family Home Address)		
e-mail Address:			e-mail Address:		
Home Tel:		Fax:	Home Tel:		Fax:
Office Tel:		Fax:	Office Tel:		Fax:

**2. CURRENT AND PROPOSED STUDY PROGRAM**

a. Current University or College Name and Address ( <i>English and Japanese</i> ):  大学名、住所	b. Current Department / Field of Study -2011
	c. Present Academic Status (Circle one) -2011: Kenkyusei MA MS PhD Other (Specify)  Year (Circle one): 1 2 3 4 5
d. Proposed University or College (if different from the current) Name and Address ( <i>English and Japanese</i> ):  大学名、住所	e. Proposed Department/ Field of Study -2012
	f. Academic Status for Duration of this Scholarship-2012 (Circle one): MA MS PhD Other (Specify)  Year (Circle one): 1 2 3 4 5 6
g. Name and Address of Academic Advisor for Duration of this Scholarship:	h. Have you been accepted into a graduate degree program? If "yes", please enclose verification of acceptance. If "no", when will you be notified?
	i. When do you expect to receive your proposed degree?

**3. FINANCIAL INFORMATION** (Attach additional sheets if necessary.)

Past and current fellowships, scholarships or government support. Include beginning and ending dates and amounts.
List any other financial aid for which you are applying. Specify the grantor, duration, amount, and date of notification.

**4. PREVIOUS EDUCATION** (Attach additional sheets if necessary.)

Academic Institution	Field of Study	Degree Received (e.g. BS, BA, MS)	Dates of Attendance (from - to)

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

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

**6. SIGNIFICANT PUBLICATIONS, PRESENTATIONS, HONORS and AWARDS**

(Attach copies of abstracts or programs of presentation, and title pages of publications showing authors' names. Indicate whether refereed or non-refereed.) Attach additional sheets if necessary.

Date	Description

**7. PREVIOUS INTERNATIONAL EXPERIENCE** (Attach additional sheets if necessary.)

City and Country	Reason or Purpose	Dates (from - to)

**8. Where did you hear about the CWAJ Scholarship Program? (Check one)**

- University/ Professor   
  Newspaper   
  CWAJ Member  
 Embassy   
  CWAJ Website   
  Other (specify) \_\_\_\_\_

# 2

## 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 750 words and should fit in the space provided. Your essay may be word-processed or handwritten. Sign your application at the bottom of the second page.

**Please note:** Members of the CWAJ Scholarship Selection Committee 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.

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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.

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**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 “Confidential.” Sign or place your official seal across the envelope seal, and return the envelope to the applicant for inclusion in the completed application.

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) | 5 – Average               |
| 2 – Excellent (top 10%)   | 6 – Below Average         |
| 3 – Very Good (well above average)                                | X – No basis for judgment |
| 4 – Good (above average)  |                           |

**1. The applicant’s intellectual ability and knowledge in her chosen field**

**RANKING**

**2. The applicant’s future potential in her 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.**

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**Signature**

**Date**

Thank you for taking the time to fill in this form.

# 3

## COLLEGE WOMEN'S ASSOCIATION OF JAPAN CONFIDENTIAL LETTER OF REFERENCE

**Name of Applicant** \_\_\_\_\_

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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.)

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**1. The applicant's intellectual ability and knowledge in her chosen field** **RANKING**

**2. The applicant's future potential in her 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.

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Signature

Date

Thank you for taking the time to fill in this form.