



College Women's Association of Japan

**COLLEGE WOMEN'S
ASSOCIATION
OF JAPAN**

**Scholarship
for the Visually Impaired
to Study Abroad
2012**

APPLICATION FORMS AND INSTRUCTIONS

Use only the attached forms when applying to the College Women's Association of Japan (CWAJ)

***Please note**

No applicants will be accepted when applying from abroad.

None of the documents submitted will be returned.

Any additional material not requested, such as publications, will be disregarded.

I. ELIGIBILITY REQUIREMENTS

Scholarship for the Visually Impaired to Study Abroad (SVI-SA Program): 1 Scholarship of ¥ 2.0 Million

1. Applicants must be visually impaired women or men with a Certificate of Disability Grade 1-6.
2. Applicants must be Japanese nationals or special permanent residents (tokubetsu eijusha) of Japan living in Japan from the time of application until **March 31, 2012**. Applicants currently studying or living abroad are ineligible.
3. Applicants for an undergraduate award must have completed at least two years of undergraduate study in Japan by **March 31, 2012**.
4. Applicants for a graduate award must have graduated with a degree from a Japanese university (4 year course) by **March 31, 2012**.
5. Applicants must be accepted in a program at an accredited English-speaking university or research institution abroad by **April 10, 2012** and must be enrolled within that year for the 2012-2013 academic year.
6. Applicants must submit a TOEFL or IELTS score as a part of the application. The test must have been taken after October 1, 2009.
7. Holders of scholarships greater than ¥2.0 million from other scholarship programs are ineligible. Financial aid and awards from the university where the applicant will study may not be subject to the same limitation.
8. 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 discuss its decisions.

III. SVI-SA PROGRAM SCHOLARSHIP TIMETABLE

November 15, 2011	Deadline for requesting application forms by e-mail and mail. Application forms will continue to be available on-line.
Tuesday, November 8 through Tuesday, November 22, 2011	Period of acceptance: Applications must be postmarked on or between these dates only or the application will not be considered.
February 2012	Interviews and notification of recipient. Interviews usually take place on weekend days.

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. *Educational Qualifications.* List your most recently attended university first, then all others in reverse order.
3. *TOEFL or IELTS Score.* Indicate highest score received on any tests taken after October 1, 2009.
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.
6. *Work/Volunteer/Other Experience.* List/explain significant extracurricular experience as well as work and volunteer experience. Attach additional sheets if necessary.
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. Attach copies of the abstracts or programs of presentations and copies of title pages of publications, showing authors' names. **Do not send the actual publication.**
8. *References.* List names, titles, and institutions of individuals to whom you will be giving Form 3, the Letter of Reference.
9. *Financial Information.* List all forms 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.

Form 2 – Essay

Complete the essay in English using both pages of Form 2. 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 this form 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. **The 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.

V. COMPLETING YOUR APPLICATION

Follow the instructions on the checklist below **exactly**.

Late or incomplete applications or applications with insufficient copies will not be considered.

APPLICATION CHECKLIST

- ▶ **Your application must include ALL of the following documents (a to f) in one envelope,**
- ▶ **Clearly mark “APPLICATION ENCLOSED, SVI-SA PROGRAM” on the envelope**
- ▶ Any document that is **not in English** must be accompanied by **an English translation.**
- ▶ **We suggest that you check the boxes on the left before you insert documents into the envelope to ensure that you have not omitted any of the documents.**

- a) **Three** complete sets of the application documents listed from i) to iii)
- One original set
 - Two sets of Xeroxed copies

These must be placed in the envelope in the following order:

- i) **Form 1**, Completed CWAJ Application.
- ii) **Form 2**, Essay.
- 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) **One** (1) photocopy of your **TOEFL or IELTS score**.

- c) **One** (1) photocopy of your **Certificate of Disability**.

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

- e) **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.

- f) **¥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 Monday, November 8 and Tuesday, November 22, 2011.**

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

Use the address below as a mailing label.

141-0021
CWAJ SCHOLARSHIP COMMITTEE, SVI-SA 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 be unable to 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

1

**COLLEGE WOMEN'S ASSOCIATION OF JAPAN
SCHOLARSHIP APPLICATION
FOR THE VISUALLY IMPAIRED TO STUDY ABROAD**

Please complete this form in English. Responses should be clearly printed or word-processed.

1. PERSONAL INFORMATION

Family Name		First Name(s)	Name (<i>Kanji</i>)				
Date of Birth		Nationality (Special Permanent Resident must attach copy of registration paper)		Grade of Disability			
Present Address: (<i>Kanji & Romaji</i>) 〒			Address for Future Reference (<i>Kanji & Romaji</i> , e.g. Family Home Address):				
Home Tel:		Fax:		Home Tel:		Fax:	
Office Tel:		Fax:		Office Tel:		Fax:	
e-mail Address				e-mail Address:			

2. EDUCATIONAL QUALIFICATIONS (Attach additional sheets if necessary)

Academic Institution, City, Country	Department/Field of Study	Degree Received/ Current Status	Dates of Attendance (from - to)

3. PREVIOUS STUDY ABROAD OR INTERNATIONAL EXPERIENCE

Junior/Senior high school/University/ Other	Country	Dates (from - to)

4. TOEFL / IELTS Score: _____

Date taken: _____

5. PROPOSED STUDY PROGRAM (Attach additional sheets if necessary)

Names and addresses of university(ies) to which you are applying.	Department and Field of Study	Degree	Accepted (Yes/No)*	Dates (from – to)

*If no, please send verification of acceptance as soon as received

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

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

7. SIGNIFICANT PUBLICATIONS, PRESENTATIONS, HONORS and AWARDS (Attach copies of the abstracts or programs of presentations and copies of title pages of publications showing authors' names.)

Date	Description (Attach additional sheets if necessary)

8. REFERENCES (Names, titles, and institutions of individuals whom you have asked to complete Form 3.)

Names of Referees	Titles	Institutions

9. FINANCIAL INFORMATION (Use additional sheets if necessary)

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

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. The essay may be word-processed or handwritten. Sign your application at the bottom of the next page.

Please note: Members of the CWAJ Scholarship Selection Committees 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.

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.

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)
 2 – Excellent (top 10%)
 3 – Very Good (well above average)
 4 – Good (above average)

- 5 – Average
 6 – Below Average
 X – No basis for judgment

1. The applicant's intellectual ability and knowledge in her/his chosen field

RANKING

2. The applicant's future potential in her/his 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.

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 _____

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?

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

RANKING

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RANKING

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Date

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