

## Joint Japan/World Bank Graduate Scholarship Program (JJ/WBGSP)

### APPLICATION GUIDELINES FOR JJ/WBGSP 2014 SCHOLARSHIP

#### FOR JAPANESE NATIONALS\*

**\*Attention!** *These Guidelines are valid only for applicants who are Japanese nationals.*

#### I. Overview:

The JJ/WBGSP provides scholarships for no more than a two-year duration to a limited number of Japanese young professionals who have been admitted to or who are currently enrolled in a masters or PhD graduate degree program outside of Japan and in development in fields such as economics, finance, planning, health, population, agriculture, environment and natural resource management and education. Most scholarships are awarded to applicants planning to work in international development organizations. Please note that applicants are encouraged (but not required) to seek admissions in institutions listed in the website under our preferred and partnership programs.

[Preferred Universities.](#)

**Benefits:** The benefits, including tuition and stipend for living expenses, for the duration of no more than two years, are described in detail on our [website](#).

**Selection Criteria:** For those applicants that meet all application requirements (see requirements below), the following process and criteria are used to review completed applications, with the aim to identify the candidates with the highest potential after completion of their graduate study to contribute to the field of development.

Two qualified assessors independently review each eligible application and score the application on a scale of 1 to 10, taking into account four main factors and the degree of cohesion among them:

- (i) Quality of Academic Experience and Recommendations (20% weight)
- (ii) Quality of Professional Experience and Recommendations (40% weight)
- (iii) Quality of commitment to your home country (40% weight)

Note that the relatively lower weight for academic excellence is because the eligibility criteria of admission to a graduate program pre-screens for academic excellence.

The JJ/WBGSP Secretariat uses the average score of the two reviewers and the following other aspects of JJ/WBGSP's objectives to select the finalists:

- maintaining a reasonable distribution of awards across gender that takes into account the distribution of eligible applications across gender
- giving scholarships to those applicants who, other things equal, appear to have limited financial resources

The finalists are then requested to obtain and submit within 30 days a certificate of good health from a medical doctor. (This certification is not requested at the time of the application).

The finalists are presented to the JJ/WBG Steering Committee (composed of members of the World Bank Board of Directors and WB management) for final review and selection of the winners of the award. The Secretariat informs the scholarship winners by end July.

## **II. For an application to be reviewed, the applicant must:**

### **1. Meet the following eligibility criteria**

- Be a Japanese national.
- By the application deadline be either currently enrolled in or accepted unconditionally (except for funding) to enroll in the upcoming academic year in at least one graduate program located outside of Japan that is focused on a development-related subject(s), such as economics, finance, planning, health, population, agriculture, environment and natural resource management, or education.
- Hold a bachelor's degree (or its equivalent university degree) earned at least three years prior to the application deadline.
- Have a superior record in previous academic work.
- Be in good health with respect to the capacity to be a productive graduate student
- Have, by the application deadline, at least 3 years but no more than 20 years of full time paid employment acquired after receiving the first Bachelors (or equivalent university) degree.
- Not be currently employed by the Government of Japan or its related agencies, including local governments and the Central Bank.
- Not be an Executive Director, his/her alternate, staff of the World Bank Group (the World Bank, International Finance Corporation, International Development Association, Multilateral Investment Guarantee Agency, and International Center for Settlement of Investment Disputes), consultant, relative or in-law of the aforementioned.
- Have not received any scholarship funds from the Government of Japan to help finance a graduate degree.

2. **Submit the on-line Application Form** in English by noon, Washington D.C time (Eastern Standard Time/EST) on Sunday, April 20, 2014.

3. **Submit in one package all the required documentation**, with the package postmarked by the application deadline of Thursday, April 24, 2014 to:

The World Bank  
Joint Japan/World Bank Graduate Scholarship Program  
1818 H Street, N.W. – MSN-J4-402  
Washington D.C. 20433 USA

*Please note:*

- *the JJ/WBGSP Secretariat is not responsible for any possible delay in mail delivery.*
- *Individuals who submit more than one application will be disqualified.*
- *Applications are not held over to the following year.*
- *Incomplete applications are not processed.*

### III. Guidance on Application Form

The application form is accessible by clicking on “[apply on-line](#)” on the Japanese Nationals page on our website.

A “\*” next to a question in the application indicates that this information is required to complete and submit the application form.

Once the application form is submitted on-line, the applicant will receive within 2 business days an email from JJ/WBGSP Secretariat that informs the applicant of his application identification number. The application number is needed to complete the package of required documentation.

*Please note: the application form must be completed at least three business days before the application deadline so that the JJ/WBGSP Secretariat has sufficient time to provide you an applicant ID# that you will need to submit hardcopy documents by postal mail.*

### IV. Guidance on Required Documentation

Documents mailed to the JJWBG Scholarship Program cannot be returned. Therefore, copies of all supporting documentation and **not the originals** should be sent. Please note: originals may be requested at a later date if needed.

**The following documents are required at the time of application:**

1. **Cover Form for the Required Documentation.** Please print and fill-in the form attached to these guidelines as Annex 1.
2. **A current curriculum vitae (C.V.)** not exceeding two pages, written in English.
3. **Copy of the official letter of acceptance to at least one graduate program** related to development that is either unconditional or conditional only upon securing funding. *Please note a letter of acceptance to a master program that is conditional upon fulfilling the university’s language testing requirement does not meet this requirement.* If a document is not in English, Spanish or French, the applicant should submit both the copy of the required document and a translation in English. The translation does not need to be certified.
4. **Copy of the identification page of the applicant’s Passport or other legal document** (birth or marriage certificate) that indicates nationality and date of birth, with the name **IDENTICAL** to the one submitted on the application form.

5. **Proof of employment for each record of employment noted in the application form.** If a document is not in English, the applicant should submit both the copy of the required document and a translation in English. The translation does not need to be certified.
6. **Certified copy of a certificate of the applicant's most advanced university degree earned and corresponding transcript of grades.** If a document is not in English, the applicant should submit both the copy of the required document and a translation in English. The translation does not need to be certified.
7. **Two academic recommendations and two professional recommendations.** There are two recommendation forms – one for academic recommenders (Annex 2 of these guidelines) and one for professional recommenders (Annex 3 of these guidelines). Please print out these forms, complete the box asking for your name, and distribute the appropriate form to each of your four recommenders. *Advice: Applicants should obtain the recommendations as soon as possible so as to give sufficient time to meet the application deadline.*

All recommendations should, if at all possible, be written in English. It is strongly recommended that at least one professional recommendation be from a current or former supervisor.

## V. Communications

- The World Bank Tokyo office will not respond to phone calls or any other inquiries regarding the application process.
- Inquiries should be addressed to: [scholarshipapplicants@worldbank.org](mailto:scholarshipapplicants@worldbank.org). However, we will not provide an answer that is clearly stated in the guidelines or the FAQs. So, before you send us a question by email, please review the guidelines and FAQs.
- The Scholarship Program's Secretariat will not answer any email regarding the application process that is submitted less than three business days before the application deadline. So to avoid any last minute issues please try to submit your application at least one-week ahead of the deadline.
- Applications sent by fax or email are not accepted.

**Required Documentation Cover Form**

**1. APPLICANT ID #** *(provided by JJWBGSP Secretariat after application form is submitted)*

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**2. APPLICANT NAME**

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**3. CHECK ALL ITEMS INCLUDED IN PACKAGE THAT YOU ARE SENDING TO JJWBGSP**

- This Cover Form
- Curriculum vitae (C.V.)
- Copy of the official letter of acceptance to at least one graduate program (and translation if applicable)
- Copy of the identification page of the applicant's Passport or other legal document.
- Proof of employment for each record of employment noted in the application form (and translation if applicable).
- Certified copy of a certificate of the applicant's most advanced university degree earned and corresponding transcript of grades (and translation if applicable).
- Two academic and two professional recommendations

**Joint Japan World Bank Scholarship for Japanese Nationals**

**ACADEMIC Recommendation Form**

(page 1 of 2)

**To the Recommender:** Background information on this scholarship program can be found on [www.worldbank.org/scholarships](http://www.worldbank.org/scholarships). The information you are providing on this form concerning the below-named applicant is an important part of the Scholarship Program’s review process. Your letter of recommendation is confidential. **Please complete PART II, making sure you sign and date the form, and use separate paper to answer questions 1-4 listed on page 2 of this form. Return the completed recommendation, including this form, to the applicant in a sealed envelope with your signature across the flap.** The applicant needs to submit your letter to our Program office by the postmarked date of April 24, 2014.

**PART I** (To be completed by applicant)

**Name of Applicant**

Surname/Family/Last Name: \_\_\_\_\_

First / Given Name: \_\_\_\_\_

Middle Name (if applicable): \_\_\_\_\_

**PART II: LETTER OF RECOMMENDATION**

Recommender’s Signature	Date
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Recommender’s Name: _____ Title: _____ Institution / Organization: _____ Work Address (Street, City, Country): _____ Work Telephone _____ Email (preferably work): _____
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MARKING AN “X” ON THIS SCALE, PLEASE RATE THIS SCHOLAR RELATIVE TO HIS/HER CLASSMATES:

	AVERAGE	TOP 25%	TOP 10%	TOP 5%	TOP 2%
<b>ACADEMIC PERFORMANCE</b>					
<b>INTELLECTUAL PERFORMANCE</b>					
<b>CREATIVITY / ORIGINALITY</b>					

**Joint Japan World Bank Scholarship for Japanese Nationals**

**ACADEMIC Recommendation Form**

(page 2 of 2)

**PLEASE ANSWER THE FOLLOWING QUESTIONS (use as many pages as needed):**

1. How long have you known the applicant and in what capacity? (for example, was the applicant your student?)
2. What is your assessment of the applicant's intellectual strengths and academic achievements? Please provide details about any specific academic honors and awards.
3. What is your assessment of the applicant's academic potential and ability to handle a graduate study program and advanced research work in a competitive international environment?
4. Please feel free to share any other information / insights you think may be helpful in the review of this application.

## Joint Japan World Bank Scholarship for Japanese Nationals

### PROFESSIONAL Recommendation Form

(page 1 of 2)

**To the Recommender:** Background information on this scholarship program can be found on [www.worldbank.org/scholarships](http://www.worldbank.org/scholarships). The information you are providing on this form concerning the below-named applicant is an important part of the Scholarship Program's review process. Your letter of recommendation is confidential. **Please complete PART II, making sure you sign and date the form, and use separate paper to answer questions 1-4 listed on page 2 of this form. Return the completed recommendation, including this form, to the applicant in a sealed envelope with your signature across the flap.** The applicant needs to submit your letter to our Program office by the postmarked date of April 24, 2014.

**PART I** (To be completed by applicant)

**Name of Applicant**

Surname/Family/Last Name: \_\_\_\_\_

First / Given Name: \_\_\_\_\_

Middle Name (if applicable): \_\_\_\_\_

**PART II LETTER OF RECOMMENDATION**

Recommender's Signature	Date
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Recommender's Name: _____
Title / Position at work: _____
Institution / Organization: _____
Address (Street, City, Country): _____
Work Telephone: _____
Work Email (for verification purposes): _____

Please describe your most recent working relationship (supervisor, peer, subordinate, client, etc)

\_\_\_\_\_

To what extent do you believe the applicant is committed to working in the field of development?  
Please circle one number:

**1**            **2**  
**NOT COMMITTED**

**3**

**4**            **5**  
**COMMITTED**

**6**  
**I DO NOT KNOW**

## **Joint Japan World Bank Scholarship for Japanese Nationals**

### **PROFESSIONAL Recommendation Form**

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**PLEASE ANSWER THE FOLLOWING QUESTIONS (use as many pages as needed):**

1. How long have you known the applicant and what characteristics or attributes best describe the applicant? Provide at least one example when such characteristic(s) were demonstrated in the work environment.
2. Please describe the applicant's professional strengths and achievements. Concrete examples are helpful. We would also be interested in details about the applicant's participation in any development projects and professional recognition and awards.
3. Please feel free to share any other information / insights you think may be helpful in the review of this application.