

Joint Japan / World Bank Graduate Scholarship Program (JJ/WBGSP) Preferred Applicant FAQs, 3rd update

March 13, 2018

Prior updates written in red; Most recent update (March 13th) in blue.

WHERE CAN YOU STUDY

Can I receive a JJ/WBGSP scholarship from this call for applications for any master's program I apply to?

No. This call for scholarship applications is only available for studying at a master's program granted "preferred" status by the JJ/WBG Scholarship Program. The lists of "preferred graduate programs" is posted on the Scholarship Program's website <http://www.worldbank.org/scholarships>.

Universities have many graduate programs, but JJ/WBGSP scholarships from this call for applications are only for those preferred programs listed on the Scholarship Program website. **To be eligible for funding, the name of the master degree program must be as exactly written on our listing.** If a university's graduate program is not posted on the Scholarship Program website as having "preferred" status, you cannot receive a JJ/WBGSP scholarship to attend that graduate program through this call for applicants. For example:

the Mid-Career MPA Program (The Masons Program) at Harvard, is not granted "preferred" or "partnership" status, therefore the JJ/WBG Scholarship Program does not provide scholarships to students enrolled in that program.

Columbia's MPA program is eligible, but Columbia's MPA-EPM program is not eligible.

Likewise, double or dual-degree programs with one of our preferred programs are not accepted unless they are explicitly listed on our preferred programs list.

Can I receive this scholarship for undergraduate studies, PhD studies, or non-degree graduate studies?

No. This scholarship does not sponsor PhD studies, undergraduate studies, distance learning programs, short-term training, conferences, seminars, thesis writing, or research projects.

If I am currently enrolled in one of the JJ/WBGSP preferred master programs, can I receive a JJ/WBGSP scholarship for this program?

No.

Can I apply this year using a 2017-18 admission letter that was deferred one-year and unconditionally by one of the preferred master's program?

Yes. In the application field for uploading the admissions letter, please upload the document from the master's program indicating its agreement to defer your admission to 2018-19. The admissions letter you submit must reflect the University's approved and unconditional (except for financing) deferral to the 2018-19 academic year.

Can I apply this year using a 2017-18 unconditional admission letter I received to enter the preferred master's program last year?

No.

BENEFITS

Would the scholarship support VISA application(s) and related expenses?

No.

Will the scholarship cover costs to bring and support family members during my studies?

No.

Will the JJ/WBGSP Secretariat provide support for or respond to inquiries regarding an applicant's family members wanting to obtain a VISA to accompany the scholar while studying abroad?

No.

If I have a different type of VISA other than a J-1, or other legal means to enter the US, will I have to comply with the J-1 requirement for your scholars studying in the United States?

We do not answer questions regarding VISA requirements from applicants. If you are selected for a scholarship, we will consider your inquiry at that time.

ELIGIBILITY

How can I tell if I meet the eligibility requirements?

It is up to the applicant to assess whether or not he/she is eligible. The eligibility requirements are clearly listed in the application guidelines and these FAQs. The JJ/WBGSP Secretariat will

not respond to any inquiry that presents an applicants' circumstances (including the type of admissions letter from the university) and requests assistance in assessing the applicant's eligibility.

There is no exception made to the eligibility requirements.

If I submit my Application Form before I receive a letter of admission from a preferred master degree program, will my application be reviewed?

No, per the materials posted on our website, uploading an unconditional (except for financing) letter of admission into the Application Form is a requirement for eligibility.

Is there a minimum or maximum age limit?

No.

Do I have to return home to contribute to my country's development, or can I enroll in a PhD program abroad after JJWBGSP funds my masters degree?

Your intent does not preclude you from applying. Your application will be reviewed if you meet the eligibility criteria. You should mention your career plans in the Statement of Purpose.

I have already completed a master's program, but meet all the criteria mentioned in the application guidelines. Am I still eligible for this scholarship to pursue another master's degree?

Yes. You can have an earlier master's degree and still apply for a JJ/WBGSP scholarship for another master's degree.

Am I eligible to apply if I have already received funding from the Government of Japan in pursuit of a graduate degree?

Yes.

Do you make exceptions regarding the required number of years of development-related experience since obtaining a Bachelor's Degree?

No. No exceptions are made for this or any other eligibility criteria.

I received a Medical Degree, but not a Bachelor's Degree. There were two components to earning the medical degree: fulfilling course requirements and undertaking clinical work, and I got my degree after complete both components. Am I eligible if it has been at least three years since I fulfilled my course requirements, but it has not yet been three years since earning the medical degree?

No. You must have three years of development related work experience after earning your first university degree. Paid work during your medical studies (including paid residency) which was earned prior to receiving your first university degree is not eligible work.

Does work on a master’s program count toward the required three years of development-related work, particularly if it was a master’s program related to development?

A period of graduate study, even if it was related to development, does not count toward the 3 years of development-related work requirement.

Can part-time **paid work meet the eligibility criteria for development-related experience?**

Yes. Please be explicit in your CV regarding when and where you worked part-time. On your CV, please indicate on average percentage of time per week you worked. For example, if you worked 50% of the time continuously for six years in a development-related field since earning a Bachelor degree, you have fulfilled the requirement in terms of number of years of employment.

If I am a national from a developing country that is not on the list in Annex 1 of the Application Guidelines and I am working but I do not have a contract or my employer in not registered as a business, can this work count towards the eligibility requirements?

No.

If I am a national from a developing country that is on the list in Annex 1 of the Application Guidelines and I am working but I do not have a contract or my employer in not registered as a business, can this work count towards the eligibility requirements?

Yes, if the work is development-related. In your CV, you must specify as much information as possible, but at a minimum you need to specify the employer’s name and at least one way to contact him/her (email; phone #) and you must describe the work you do.

If I am a national from a developing country that is not on the list in Annex 1 of the Application Guidelines, can unpaid internships or volunteer/unpaid** work (**full or parttime**) that is development-related be counted toward the employment related requirements for eligibility?**

No.

If I am a national from a **developing country that is on the list in Annex 1 of the Application Guidelines, can unpaid internships or volunteer/**unpaid** work (**full or part time**) that is development-related be counted toward the employment related requirements for eligibility?**

Yes. Make sure in your CV that you specify and detail the unpaid internship(s) and volunteer community activities that are development-related, and distinguishing these experiences from any paid work.

Can a paid internship that is development-related be counted toward meeting the eligibility criteria for development-related experience?

Yes.

What should I do if the type of my “development- related” work does not match any of the topics in the dropdown menu in the application form, or if I am not sure if my work constitutes “development-related”?

If none of the options of topics in the application form match your professional experience, but you think it may be development-related, then you must define your development-related topic in the last option: “other please specify.” In the review process (and not before), the JJWBGSP Secretariat will determine if that topic is development-related.

Does mandatory National Youth Service Corps or any type of military service count towards required years of development-related experience?

No. You can include mandatory community / service corps experience under “volunteer community involvement” only if you note in the “Role/Position” field that it was mandatory.

APPLICATION PROCESS

Can I apply using my mobile phone?

The online application is not configured to be used by a mobile phone. You should use a desktop / laptop computer.

Can I apply for a scholarship if I have not yet received an unconditional (except for financing) admission letter to one of the preferred master degree programs?

No. At the time you submit a scholarship application, you must have proof of unconditional (except for financing) admission to one of our preferred university graduate programs and the scanned copy of the admission letter needs to be attached in the application. For Kobe University applicants, see Application Guidelines for details on when this letter of admission will be required.

Can I complete multiple applications, one for each preferred master degree program for which I am seeking a JJWBSB scholarship?

No, you can complete only one application and choose only one preferred master degree program for which you seek JJWBGSP funding.

Individuals who submit more than one application will be disqualified.

Why isn't my master's program in the drop down menu in the PREFERRED MASTER PROGRAM section of the Application Form?

If the master's program for which you seek JJWBGSP funding does not appear in the drop down menu of “Preferred University Study Programs” it is not a program that is eligible for a scholarship.

If I am also applying to a JJW/BGSP partner program, do I have to wait until scholarship nominations are released by the partner program before I apply for this JJW/BGSP scholarship?

No. You can apply for this JJW/BGSP scholarship before, during and after applying to a JJW/BGSP partnership program. If you are short-listed for a JJWBGSP scholarship for a

partnership program, your recommenders have to submit their online recommendation form twice, once for the partner and once for the preferred application. If you are offered a JJWBGSP scholarship for the partner program first, you will have to decide on that opportunity before learning about any possible JJWBGSP scholarship offer to attend a preferred program, and visa versa.

Can I still apply if I am receiving a partial scholarship from another source for the same master's program I am applying to?

Yes. This will not affect the review of your application. If you are awarded a JJ/WBGSP scholarship, the benefits will be adjusted accordingly.

RECOMMENDATIONS

Can I submit the online application form before submitting the online recommendation request form?

Yes. But the JJWBGSP Secretariat strongly encourages you to select your professional recommenders and submit the Recommendation Request form (see Main Menu of the application) as soon as possible in order to give ample time for the recommenders to submit their recommendations online before the application deadline.

Can anyone provide a recommendation?

No. Recommenders must be individuals who can attest to your professional experiences at work. If you have had paid employment, it is strongly preferred you seek professional recommendations from people you have worked with during your paid employment. Having at least one recommendation coming from your current or former supervisor is preferred, but not required.

Can a professor I studied under provide a recommendation?

No. Recommendations from professors who know you only in your capacity as a student are not acceptable. For example, if you know a professor because you took his/her course(s), that is not considered a professional relationship. Alternatively, if you know a professor because he was your colleague or supervisor at the time you were a hired lecturer at the university, that is a professional relationship. In that instance, the professor can provide a recommendation regarding your professional qualifications / attributes *that he/she has observed*. If the same person also had you as a student, observations from your professor/student relationship cannot be part of the recommendation.

May I give a personal email address for my recommenders?

Yes. You may submit the recommender's Gmail, yahoo or other personal email address. This email address you provide must be accessible only by your recommender.

If an institutional email address is available, please use the institutional email address.

Can my recommender share the email requesting their reference with my other recommender?

No. Each recommender will receive an individual email with a unique link to an online reference form he/she must complete. Only his/her reference can be submitted using this link. If the recommender shares the link with other recommenders, his/her reference may be overridden.

Can I draft the recommendation for my recommender, in part or in its entirety?

No. The recommendation must be drafted and submitted by the recommender.

After I submit the Recommendation Request Form, can I change my recommender?

If the Recommender has submitted his/her recommendation, you cannot replace that recommender with another person.

If the recommender has not yet submitted his/her recommendation, you can delete your request for that recommender in your Recommendation Request Form, and then return to the Recommendation Request Form and insert the contact information of the replacement. The document titled "Navigating Your Online Application" provides details on how to undertake this task.

QUESTIONS SPECIFIC TO THE APPLICATION FORM

What does "*" preceding a question mean?

A "*" next to a question in the online application indicates this information is required to complete and submit the application form.

Do I have to complete each question of the application form?

No, only those questions preceded by a "*" .

Can I change any information on my application form (including my email address) after I have submitted it?

No.

I have changed my last name because of getting married, so my documents do not all have the same name. What do I do about that?

In the last question in the Statement of Purpose explain why the name(s) in your uploaded document(s) vary compared to the name you use for the application form.

The ordering of dates (month / day / year) in the application form are different than the custom in my home country, so information given by my references may be different than what is written in the application form.

In the application form and the CV you upload, please conform to the format provided (month / day / year) and (month / year). During the review we understand information provided by references may use other conventions, e.g. (day / month / year).

Should I consider my legal status as a resident in answering the question: “What has been your main country of residence over the past 1 year?”

Applicants should list the country they have lived in the most over the past year, irrespective of the type of residency status.

How do I complete the “ Current Employment” section of the application form if I have more than one current employer?

In the CURRENT EMPLOYMENT Section, enter the employer with who you are working the most. In the EMPLOYMENT HISTORY section, enter the other current employer(s) and indicate that the end-date is Scholarship Application deadline date. And in the last question in the STATEMENT OF PURPOSE, note that you have more than one current employer.

Which format do I need to use in answering the question: “At the current US exchange rate...”

Enter the amount of funds in the following format: \$x
For example, if your response is one-thousand dollars, enter: \$1000

QUESTIONS ABOUT UPLOADING DOCUMENTS INTO THE APPLICATION FORM

I have more than one diploma/certificate related to my most recent degree. Which one do I upload?

If you have multiple diplomas/ related to your most recent degree, please scan all of the diplomas into one file and upload them all through the online application. An academic transcript cannot be uploaded in place of a diploma/certificate. A scanned copy of the diploma/certificate you received at the time of graduation is sufficient. You do not have to ask the university for a newly certified copy of the diploma you received.

Should I upload additional documentation of academic performance, such as my transcript or Grade Point Average (GPA)?

No.

Are there any restrictions on the format or number of pages for my CV?

No.

How much employment documentation do I need to submit?

If you are a national from a country listed in Annex 1, it is helpful, but not required at the time of submitting your application, to upload documentation of the employment record you listed in the application form. All other applicants are required to upload documentation that provides evidence that the applicant meets the eligibility criteria related to number of years of

development-related employment.

If I am required to provide proof of employment, which types of documents from my employer should I upload into the application form as proof of employment?

Proof of current employment should include a signed and dated letter from your employer written within the last three months on your employer's letterhead, indicating your start date, current title, and note that you are currently employed by that organization. The letter should be signed by an authority such as head of human resources or your manager. The letter can be addressed to "JJWBGSP Secretariat," "To Whom it May Concern." Proof of prior employment can be: (i) a similar letter described above, with the start and end date of employment noted; (ii) pay stubs that show the timeframe of employment; or (iii) a scanned copy of the original letter of offer of employment that was sent to the applicant by the former employer at the time of hiring.

If I am self-employed or a founder of an organization in which I work, which types of documentation can I use as proof of this employment?

For proof of self-employment or of being the founder of an organization in which you work, you must upload the government issued document that indicates when the organization (business or non-for-profit) was registered with the government. If the organization is not registered, it is not considered formal employment, and your work in that organization should be listed in the VOLUNTEER page of the application form.

What should I do if I cannot document my employment record because my employer no longer exists?

Please make note of this problem when you answer the last question of the "Statement of Purpose." If you are selected as a finalist, we may ask you to produce other corroborating documentation before a scholarship is provided.

How can I upload a scanned copy of my signature onto the Signature Page?

Applicants must type their first and last names in the field for the Signature. Do not attempt to upload a scanned / electronic signature.

TROUBLE SHOOTING AND COMMUNICATIONS WITH JJWBGSP SECRETARIAT

Can I ask JJWBGSP Secretariat a question about my application?

Please read carefully all documentation provided, including these FAQs, as the JJWBGSO Secretariat will NOT answer any inquires addressed to Scholarshipapplicants@worldbank.org unless the response cannot be found within the information already provided. See the Application Guidelines for further guidance.

How will I find out if I was awarded the scholarship? How will I find out if I was not awarded the scholarship?

All successful applicants will hear from the JJ/WBGSP likely by early July 2018, and certainly by July 31, 2018. The JJ/WBGSP Secretariat will post an announcement on www.worldbank.org/scholarships when all selected scholars have been informed. The program will not be informing unsuccessful applicants.

What if I did not receive an email from Donotreply_scholarships@worldbank.org <applications@wizehive.com> after submitting my Application Form?

If there is a large number of applications being submitted at the same time, it may take up to four hours for you to receive this email. If after that timespan of 4 hours, the lack of an email from Donotreply_scholarships@worldbank.org <applications@wizehive.com> means that either (i) you did not submit your application; or (ii) you entered a different email when you first registered for the online application; or (iii) the email was automatically moved from your email's Inbox to its Junk folder. If the email was automatically moved to the Junk folder, make sure that you add **Donotreply_scholarships@worldbank.org** <applications@wizehive.com> to your trusted contacts list. If you still cannot find an email notifying you that your Application Form is submitted, please correspond with us via email at: scholarshipapplicants@worldbank.org. Remember we cannot guarantee a response to any inquiries within 3 business days before the application deadline.

The email an applicant uses to create an application is the same email address the JJ/WBGSP Secretariat uses to inform an applicant if selected for a scholarship. Therefore, it is imperative that an applicant is able to read emails sent from Donotreply_scholarships@worldbank.org <applications@wizehive.com>. If email(s) from Donotreply_scholarships@worldbank.org <applications@wizehive.com> are being automatically filed into your Junk folder, make sure that you add this email address to your trusted contacts list.

One of my recommenders says she/he has not received the email sent from the JJ/WBGSP with my recommendation request. What should I do?

First please verify that the email address you submitted for your recommender on your application is correct, and that you entered the email address alone in the response field without any other text, extra email addresses, or other characters.

Second, please contact your recommender to ensure the email (from **recommendations@wizehive.com**) has not gone to their junk mail and this email address is on their safe sender lists.

Third, if she/he still cannot find the email, please try to send the recommendation request again. Instructions on how to resend the email to the recommender can be found in "Navigating your Online Application" under the heading "To remind your recommender to send his/her email".

Finally, if the recommender has an alternate email address, you may want to try sending the request again to the alternate email.

If none of the steps above work, please send an email to scholarshipapplicants@worldbank.org explaining the issue. Be sure to include your full name and the name and email of your recommender.

One of my recommenders is getting the message: “You no longer need to upload the form for this applicant” and she/he cannot submit his/her recommendation for me. What can be done?

The reason this recommender cannot submit his/her recommendation is because the applicant deleted his/her contact from the Recommendation Request Form.