

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

### APPLICATION GUIDELINES FOR JJ/WBGSP 2018 SCHOLARSHIP

#### FOR DEVELOPING COUNTRY NATIONALS\*

**\*Attention!** These Guidelines are not valid for applicants who are Japanese nationals. For more information on the JJ/WBGSP application guidelines for Japanese nationals and other scholarship programs administered by the World Bank, please visit: <http://www.worldbank.org/scholarships>

#### I. APPLICATION PROCESS

To have an application reviewed, JJ/WBGSP scholarship applicants must fulfill the following two requirements:

1. **Meet Eligibility Criteria:** The applicant must meet the following eligibility criteria:

- Be a national of a World Bank member country eligible to borrow.
- Not be a dual citizen of any developed country.
- On or after the date the call for scholarship applications opens, not be an Executive Director, his/her alternate, and/or staff of any type of appointment (including temporary and consultant) of the World Bank Group (The World Bank, International Development Association, International Finance Corporation, Multilateral Investment Guarantee Agency, and International Center for Settlements of Investment Disputes); or not be a close relative of the aforementioned by blood or adoption with the term "close relative" defined as: Mother, Father, Sister, Half-sister, Brother, Half-brother, Son, Daughter, Aunt, Uncle, Niece, or Nephew.
- Hold a Bachelor's degree (or equivalent university degree) earned at least three years before the date of the Application Deadline.
- Have at least 3 years of paid development-related employment in one or more developing countries acquired since earning a Bachelor's degree (or equivalent university degree) and acquired within the past six years from the date of the Application Deadline (see FAQs on how to count qualified part time employment counted toward this 3-year requirement). The only exception to this criterion is for developing country nationals from a country that is on the list of Fragile and Conflict States noted in Annex 1. In these exceptional cases, we do take into consideration the limited employment opportunities in those countries listed in Annex 1. Please see Annex 2 for a suggested list of development-related topics.
- Be employed in development-related work in a paid full-time position at the time of submitting the scholarship application. The only exception to this criterion is for developing country nationals from a country that is on the list of Fragile and Conflict States noted in Annex 1. In these exceptional cases, we do take into consideration the limited employment opportunities in those countries listed in Annex 1. Please see Annex 2 for a suggested list of development-related topics.
- On or before the Scholarship Application Deadline date, have been admitted unconditionally (except for funding) for the upcoming academic year to at least one of the **JJ/WBGSP**

**preferred university master's programs** listed on the JJ/WBGSP website (<http://www.worldbank.org/scholarships>) and located outside of the applicant's country of citizenship and country of residence. (For applicants seeking JJWBGSP funding for Kobe University's JJWBGSP preferred master degree program, this eligibility criteria must be filled on or before April 30, 2018).

*Please note: individuals currently studying in a JJ/WBGSP preferred university master's program are NOT eligible to receive a JJ/WBGSP scholarship.*

**2. Submit One Online Application:** An application will be accepted and reviewed if the applicant submits only one completed application electronically through the online application site by the **Application Deadline of noon, Washington D.C time (Eastern Standard Time/EST) on Thursday April 12, 2018.** An application is considered complete if it includes:

a. **Two recommendation letters**, submitted online, from people who have direct knowledge of the applicant's professional work experience.

*and*

b. **One completed Application Form** (which includes an applicant's agreement to conditions stated on the Signature Page of the Application Form) that is written in either in English or the language of their master's degree program. (For example, a completed Application Form written in French by an applicant who is seeking a scholarship to attend a preferred university in the United Kingdom will not be reviewed).

Among other information, completing the Application Form includes uploading scanned copies of:

- (i) documentation that proves the applicant meets the eligibility requirement with regard to the number of years of recent development-related work. (See FAQs for details regarding the extent and type of documentation required to be uploaded)
- (ii) the diploma of the applicant's most advanced university degree. (Do not include a transcript, or use a transcript as a substitute for the diploma).
- (iii) C.V. written in English or the language of the master's degree program for which the applicant is seeking JJWBGSP funding. It is important to include in your CV a dated list of your work experience(s), including details of dates/timeframes and job title(s), to provide evidence of the progress of your career and the extent of your "development-related" work experience. If the work was not paid, do not include it in your CV. Instead, you can create a category "Volunteer Work" in your CV and list under that heading unpaid internships or other unpaid work.

(iv) unconditional (except for financing) Letter of Admission for the upcoming academic year to the JJ/WBGSP preferred university master's program:

- which is among those listed on the JJ/WBGSP website;
- for which the applicant is seeking JJWBGSP funding; and
- that is located outside of the applicant's country of citizenship and country of residence.

(See Annex 4 for greater clarity with regard to what is meant by "unconditional".)

*For either (i) or (ii), if document(s) are not in English or the language of the master's degree program being applied to, they must be translated into English or the language of the master's degree program. Both the document in the original language and the translated document must be uploaded into the Application Form. The translation does not need to be certified.*

**Notes:**

- *The link to the online application and the supporting documents "Accessing your online application" and "Navigating your online application" that provide step-by-step directions to navigate the online application are posted on the JJWBGSP webpage of the website [www.worldbankgroup.org/scholarships](http://www.worldbankgroup.org/scholarships)*
- *An applicant that delivers an application (or any component of an application) in-person, by fax, email or postal mail, or starts an online application before the call for applications opens will be disqualified.*
- *Individuals who submit more than one application will be disqualified.*
- *If an applicant is accepted unconditionally (except for financing) to more than one JJWBGSP preferred master degree program, the applicant must decide by the Scholarship Application Deadline date which of the master degree he/she seeks JJWBGSP funding.*
- *Of all the preferred master degree programs, Kobe University was the only one that replied to the JJWBGSP Secretariat's inquiry that their timing for admission decisions and announcements is not aligned with our timeframe of accepting scholarship applications. For this reason, and for only this year's call for applications, the JJWBGSP Secretariat is not requiring applicants who have already applied to the Kobe University master degree program, to upload a Letter of Admission. Instead, for item #4 of the Application Form's Required Documents section, Kobe University master degree applicants can answer "yes" and for item #4.a. can upload a blank one-page document as a placeholder. The JJWBGSP Secretariat may at later stage of review email and request the applicant to produce an unconditional (except for financing) Letter of Admission from the Kobe University JJWBGSP master degree program that is dated on or before April 30, 2018.*

**Guidance on Professional Recommendation Process:**

The applicant can have only two professional recommendations – one is not sufficient and three or more is not permitted. It is strongly recommended, but not required, that at least one of the two required professional recommendations be from a current or former supervisor. **PLEASE NOTE: Recommendations from professors/lecturers based on your status as a student do not qualify as a professional recommendation.**

To fulfill the required two professional recommendations, **complete and submit the Reference Request Form in the online application.** Refer to the documents “Accessing your online application” and “Navigating your online application” to help you complete and submit this form.

The Recommendation Request Form requires the applicant to identify the name, email address, and the recommender’s relationship to the applicant, for each of the two recommenders. Indication of a phone number for the recommender is optional. It is the applicant’s sole responsibility to make sure the email contact information provided on the Recommendation Request Form is accurate. If available, we require the email address be from the institution of the person providing a recommendation. Use of personal email addresses, for example gmail, yahoo, and other similar email addresses, is permissible if there is no available email address from their institution. If a personal email is used, JJ/WBGSP may verify the professional association of your recommender as part of our review process.

*Please Note: The JJWBGSP Secretariat recommends that applicants submit the Recommendation Request Form as soon as possible to give sufficient time for the recommenders to meet the Application Deadline. Applicants can submit the Recommendation Request Form before submitting the Application Form. The JJWBGSP Secretariat also suggests applicants to first confirm with each recommender that she/he is willing to provide a recommendation before the applicant submits a recommender’s contact information in Recommendation Request Form.*

The recommender will be notified by email **Donotreply\_scholarships@worldbank.org <recommendations@wizehive.com>** that you have asked him/her to provide a recommendation, and will be instructed to submit the recommendation electronically to the JJ/WBGSP Secretariat by the Application Deadline. The recommender can provide his/her recommendation in English, French or Spanish.

The applicant is not permitted to draft any part of a recommendation letter on behalf of the recommender.

*Please note: the system-generated email is usually sent to the recommender within 5 minutes of the applicant submitting the recommender’s contact information through the online application. If the recommender does not receive the email, please ask him/her to check his/her junk mail folders for an email from **Donotreply\_scholarships@worldbank.org <recommendations@wizehive.com>***

**Attention:** If the two required recommendations submitted through the Recommendation Request Form are not received by JJ/WBGSP by the Application Deadline, the application will not be reviewed. It is the responsibility of the applicant to ensure his/her recommenders meet the Application Deadline.

### **3. Emails from the JJWBGSP Secretariat:**

The applicant will be notified three times by email during a successful application process:

- From **Donotreply\_scholarships@worldbank.org <recommendations@wizehive.com>** confirming the first of your two required recommenders submitted his/her recommendation
- From **Donotreply\_scholarships@worldbank.org <recommendations@wizehive.com>** confirming the second of your two required recommenders submitted his/her recommendation

If you have not received both of these emails from recommendations@wizehive.com, please follow up directly with your recommender(s). If we do not receive the two required recommendations by the Application Deadline, your application will be considered incomplete and will not be reviewed.

- From **Donotreply\_scholarships@worldbank.org <applications@wizehive.com>** confirming your online Application Form has been submitted and received. You should get this confirmation within one hour of a successful submission of the Application Form.

If you have not received this confirmation email, please return to the online Application Form and submit again. Once you have successfully submitted the form you will no longer be able to access it.

When you receive all three of these emails, your application is complete.

## II. INQUIRES FROM APPLICANTS TO THE JJ/WBGSP SECRETARIAT

Please refer to the Frequently Asked Questions (FAQs), written in English and available on the JJ/WBGSP website, for any questions regarding the online application, the application process, and troubleshooting technical problems or other information presented on our website.

If our response to your question is not in this documentation, you may submit your inquiry in French, Spanish or English by email to: scholarshipapplicants@worldbank.org and under these conditions, you can expect a response in English within 3 business days. For technical problem inquiries, please, if at all possible, include in your email a screenshot of the technical problem you encounter.

**Under no circumstances will we reply to any email inquiries pertaining to information already presented via our website. so please read all the documentation carefully.** If we do not reply to your inquiry within 3 business days, that means we will not answer your email because the answer to your inquiry is available by reading information already posted on our website.

**Attention: We do not guarantee we will reply to ANY email received less than 3 business days before the Application Deadline.** Because the application process is lengthy, the JJWBGSP Secretariat recommends that applications are submitted at least one-week ahead of the deadline to avoid any last-minute issues.

### III. ADDITIONAL REQUIREMENTS FOR THE SCHOLARSHIP

After you submit your completed application, it will go through a multi-step selection process, described on the "Selection Process" section of the JJWBGSP page on our website. For those applicants notified in July by the JJ/WBGSP Secretariat of their status as a finalist, the JJ/WBGSP will request and require the following additional information:

1. **Identification:** When the JJWBGSP Secretariat offers a scholarship, the finalist will be requested to submit a scanned copy of the identification page of his/her Passport or other legal document (birth or marriage certificate), with the name IDENTICAL to the one submitted on the Application Form to the JJ/WBGSP Secretariat within 3 Business Days from the time the JJ/WBGSP Secretariat offers the scholarship.
2. **Medical Certificate:** After the JJWBGSP Secretariat offers a scholarship, and at least 17 business days before traveling to the university to commence the master program, the finalist will be requested to submit a scanned copy of a certificate less than three months old from the start date of their master's program from a medical doctor stating the scholar is in good health.

Please note: Failure to produce these two documents on time will result in disqualification.

***Attention! Winners of our scholarship who will study in the United States are required to travel to the US on a J-1 Visa. The World Bank will rescind the scholarship if the scholar enters the United States by any other means.***

## **Annex 1: List of Fragile and Conflict States**

Afghanistan

Burundi

Central Africa Republic

Chad

Comoros

Congo, Dem. Rep

Cote D'Ivoire

Djibouti

Eritrea

Gambia, The

Guinea- Bissau

Haiti

Iraq

Kiribati

Kosovo

Lebanon

Liberia

Libya

Mali

Marshall Islands

Micronesia, Fed. Sts

Mozambique

Myanmar

Papua New Guinea

Sierra Leone

Solomon Islands

Somalia

South Sudan

Sudan

Syria

Togo

Tuvalu

Yemen, Rep

Zimbabwe

## **Annex 2: Suggested List of Development-related topics**

### Equitable Growth, Finance and Institutions:

- Finance and Markets
- Governance
- Macroeconomics and Fiscal Management
- Poverty and Equity
- Trade and Competitiveness

### Human Development

- Education
- Health, Nutrition, Population
- Social Protection and Labor

### Sustainable Development

- Agriculture
- Energy and Extractives
- Environment and Natural Resources
- Sound Urban and Rural Resilience
- Transport and Information and Communication Technologies (ICT)
- Water

### Cross Cutting Development Issues

- Climate Change
- Gender
- Jobs (strategies, policies and regulatory reforms to address issues of informal sector employment and impediments to job creation)
- Fragility, Conflict and Violence
- Public-Private Partnerships (capacity building and/or policy advice for regulatory and institutional reforms that enhance the reach and quality of public services)

### Annex 3: Mapping of Countries to Regions

<b>Country</b>	<b>Region</b>
Afghanistan	South Asia
Albania	Europe & Central Asia
Algeria	Middle East & North Africa
American Samoa	East Asia & Pacific
Andorra	Europe & Central Asia
Angola	Sub-Saharan Africa
Antigua and Barbuda	Latin America & Caribbean
Argentina	Latin America & Caribbean
Armenia	Europe & Central Asia
Aruba	Latin America & Caribbean
Australia	East Asia & Pacific
Austria	Europe & Central Asia
Azerbaijan	Europe & Central Asia
Bahamas, The	Latin America & Caribbean
Bahrain	Middle East & North Africa
Bangladesh	South Asia
Barbados	Latin America & Caribbean
Belarus	Europe & Central Asia
Belgium	Europe & Central Asia
Belize	Latin America & Caribbean
Benin	Sub-Saharan Africa
Bhutan	South Asia
Bolivia	Latin America & Caribbean
Bosnia & Herzegovina	Europe & Central Asia
Botswana	Sub-Saharan Africa
Brazil	Latin America & Caribbean
British Virgin Islands	<b>Latin America &amp; Caribbean</b>
Brunei Darussalam	East Asia & Pacific
Bulgaria	Europe & Central Asia
Burkina Faso	Sub-Saharan Africa
Burundi	Sub-Saharan Africa
Cambodia	East Asia & Pacific
Cameroon	Sub-Saharan Africa
Cape Verde	Sub-Saharan Africa
Cayman Islands	Latin America & Caribbean
Central African Rep.	Sub-Saharan Africa
Chad	Sub-Saharan Africa
Channel Islands	Europe & Central Asia
Chile	Latin America & Caribbean

China	East Asia & Pacific
Colombia	Latin America & Caribbean
Comoros	Sub-Saharan Africa
Congo, Dem. Rep. of	Sub-Saharan Africa
Congo, Rep. of	Sub-Saharan Africa
Costa Rica	Latin America & Caribbean
Côte d'Ivoire	Sub-Saharan Africa
Croatia	Europe & Central Asia
Cuba	Latin America & Caribbean
Curaçao	Latin America & Caribbean
Cyprus	Europe & Central Asia
Czech Republic	Europe & Central Asia
Denmark	Europe & Central Asia
Djibouti	Middle East & North Africa
Dominica	Latin America & Caribbean
Dominican Rep.	Latin America & Caribbean
Ecuador	Latin America & Caribbean
Egypt, Arab Rep.	Middle East & North Africa
El Salvador	Latin America & Caribbean
Equatorial Guinea	Sub-Saharan Africa
Eritrea	Sub-Saharan Africa
Estonia	Europe & Central Asia
Ethiopia	Sub-Saharan Africa
Faroe Islands	Europe & Central Asia
Fiji	East Asia & Pacific
Finland	Europe & Central Asia
France	Europe & Central Asia
French Polynesia	East Asia & Pacific
Gabon	Sub-Saharan Africa
Gambia, The	Sub-Saharan Africa
Georgia	Europe & Central Asia
Germany	Europe & Central Asia
Ghana	Sub-Saharan Africa
Gibraltar	Europe & Central Asia
Greece	Europe & Central Asia
Greenland	Europe & Central Asia
Grenada	Latin America & Caribbean
Guam	East Asia & Pacific
Guatemala	Latin America & Caribbean
Guinea	Sub-Saharan Africa
Guinea-Bissau	Sub-Saharan Africa
Guyana	Latin America & Caribbean
Haiti	Latin America & Caribbean

Honduras	Latin America & Caribbean
Hong Kong SAR, China	East Asia & Pacific
Hungary	Europe & Central Asia
Iceland	Europe & Central Asia
India	South Asia
Indonesia	East Asia & Pacific
Iran, Islamic Rep. of	Middle East & North Africa
Iraq	Middle East & North Africa
Ireland	Europe & Central Asia
Isle of Man	Europe & Central Asia
Israel	Middle East & North Africa
Italy	Europe & Central Asia
Jamaica	Latin America & Caribbean
Japan	East Asia & Pacific
Jordan	Middle East & North Africa
Kazakhstan	Europe & Central Asia
Kenya	Sub-Saharan Africa
Kiribati	East Asia & Pacific
Korea, Dem. People's Rep.	East Asia & Pacific
Korea, Rep.	East Asia & Pacific
Kosovo, Republic of	Europe & Central Asia
Kuwait	Middle East & North Africa
Kyrgyz Republic	Europe & Central Asia
Lao People's D.R.	East Asia & Pacific
Latvia	Europe & Central Asia
Lebanon	Middle East & North Africa
Lesotho	Sub-Saharan Africa
Liberia	Sub-Saharan Africa
Libya	Middle East & North Africa
Liechtenstein	Europe & Central Asia
Lithuania	Europe & Central Asia
Luxembourg	Europe & Central Asia
Macao SAR, China	East Asia & Pacific
Macedonia, FYR of	Europe & Central Asia
Madagascar	Sub-Saharan Africa
Malawi	Sub-Saharan Africa
Malaysia	East Asia & Pacific
Maldives	South Asia
Mali	Sub-Saharan Africa
Malta	Middle East & North Africa
Marshall Islands	East Asia & Pacific
Mauritania	Sub-Saharan Africa
Mauritius	Sub-Saharan Africa

Mexico	Latin America & Caribbean
Micronesia, F. S.	East Asia & Pacific
Moldova	Europe & Central Asia
Monaco	Europe & Central Asia
Mongolia	East Asia & Pacific
Montenegro	Europe & Central Asia
Morocco	Middle East & North Africa
Mozambique	Sub-Saharan Africa
Myanmar	East Asia & Pacific
Namibia	Sub-Saharan Africa
Nauru	East Asia & Pacific
Nepal	South Asia
Netherlands	Europe & Central Asia
New Caledonia	East Asia & Pacific
New Zealand	East Asia & Pacific
Nicaragua	Latin America & Caribbean
Niger	Sub-Saharan Africa
Nigeria	Sub-Saharan Africa
Northern Mariana Islands	East Asia & Pacific
Norway	Europe & Central Asia
Oman	Middle East & North Africa
Pakistan	South Asia
Palau	East Asia & Pacific
Panama	Latin America & Caribbean
Papua New Guinea	East Asia & Pacific
Paraguay	Latin America & Caribbean
Peru	Latin America & Caribbean
Philippines	East Asia & Pacific
Poland	Europe & Central Asia
Portugal	Europe & Central Asia
Puerto Rico	Latin America & Caribbean
Qatar	Middle East & North Africa
Romania	Europe & Central Asia
Russian Federation	Europe & Central Asia
Rwanda	Sub-Saharan Africa
Samoa	East Asia & Pacific
San Marino	Europe & Central Asia
São Tomé and Príncipe	Sub-Saharan Africa
Saudi Arabia	Middle East & North Africa
Senegal	Sub-Saharan Africa
Serbia	Europe & Central Asia
Seychelles	Sub-Saharan Africa
Sierra Leone	Sub-Saharan Africa

Singapore	East Asia & Pacific
Sint Maarten (Dutch part)	Latin America & Caribbean
Slovak Republic	Europe & Central Asia
Slovenia	Europe & Central Asia
Solomon Islands	East Asia & Pacific
Somalia	Sub-Saharan Africa
South Africa	Sub-Saharan Africa
South Sudan	Sub-Saharan Africa
Spain	Europe & Central Asia
Sri Lanka	South Asia
St. Kitts and Nevis	Latin America & Caribbean
St. Lucia	Latin America & Caribbean
St. Martin (French part)	Latin America & Caribbean
St. Vincent & the Grenadines	Latin America & Caribbean
Sudan	Sub-Saharan Africa
Suriname	Latin America & Caribbean
Swaziland	Sub-Saharan Africa
Sweden	Europe & Central Asia
Switzerland	Europe & Central Asia
Syrian Arab Republic	Middle East & North Africa
Taiwan, China	East Asia & Pacific
Tajikistan	Europe & Central Asia
Tanzania	Sub-Saharan Africa
Thailand	East Asia & Pacific
Timor-Leste	East Asia & Pacific
Togo	Sub-Saharan Africa
Tonga	East Asia & Pacific
Trinidad & Tobago	Latin America & Caribbean
Tunisia	Middle East & North Africa
Turkey	Europe & Central Asia
Turkmenistan	Europe & Central Asia
Turks and Caicos Islands	Latin America & Caribbean
Tuvalu	East Asia & Pacific
Uganda	Sub-Saharan Africa
Ukraine	Europe & Central Asia
United Arab Emirates	Middle East & North Africa
United Kingdom	Europe & Central Asia
Uruguay	Latin America & Caribbean
Uzbekistan	Europe & Central Asia
Vanuatu	East Asia & Pacific
Venezuela, Rep. Bol. de	Latin America & Caribbean
Vietnam	East Asia & Pacific
Virgin Islands (U.S.)	Latin America & Caribbean

Yemen, Republic of	Middle East & North Africa
Zambia	Sub-Saharan Africa
Zimbabwe	Sub-Saharan Africa

## **Annex 4: GUIDEANCE FOR LETTERS OF ADMISSION TO JJWBGSP PREFERRED PROGRAMS**

The JJWBGSP Secretariat will not answer emails about the issue of eligibility for any given individual's circumstances. This includes the eligibility criteria of being admitted unconditionally (except for financing) to a JJWBGSP Preferred Masters Program. Emails to JJWBGSP Secretariat that describe or attached a Letter of Acceptance and asks the Secretariat to determine if its unconditional or not, will not be answered by the Secretariat.

Here are a few clarifying remarks:

### **A. GUIDEANCE FOR IDENTIFYING LETTERS OF ADMISSION TO JJWBGSP PREFERRED PROGRAMS THAT ARE UNCONDITIONAL**

Every JJWBGSP Masters degree program has a unique way of indicating that an applicant has been admitted to the program without conditions related to non-financial matters. Bearing this in mind, the JJWBGSP Secretariat shares the following guidance that will help it determine if a University Letter of Admission submitted by a JJWBGSP applicant is unconditional.

Some Letters of Admission that JJWBGSP considers unconditional:

- state that the applicant has been admitted to the program, make no mention of any condition, and do not state explicitly that the admission is unconditional
- explicitly state that the admission is unconditional
- explicitly state that "there are no academic conditions relating to this offer" or state that "you have been academically accepted" and then the Letter of Admission proceeds to note financial conditions, such as a required advanced payment "to secure you a place in the class" or evidence that the applicant has secured adequate financing (either self-financed or through a sponsor / scholarship fund)
- explicitly state that "there are no conditions attached to this offer beyond the 'General Conditions for Entry'"

Also for JJWBGSP evaluation purposes:

- any conditions pertaining to the securing of a VISA or other legal means of entry to the host country, does not make the Letter of Admission conditional for JJWBGSP evaluation purposes.
- any conditions pertaining to your academic performance in the first semester or year of the JJWBGSP scholarship program does not make the Letter of Admission conditional for JJWBGSP evaluation purposes.
- An applicant whose Letter of Admission notes that he/she is required to attend a pre-session intensive course offered by the University (either in English, Math or other academic subject) will be considered for a JJWBGSP Scholarship for JJWBGSP evaluation purposes. However, for that applicant to become a finalists, the JJWBGSP will first seek and need to receive confirmation from the JJWBGSP master degree program that passing this pre-session course is not required for full admission into the regular academic program. This holds to be the case even if the Letter of Admission says the offer is unconditional.

### **B. EXAMPLES OF UNIVERSITY LETTERS OF ADMISSION THAT ARE CONDITIONAL**

The following Letters of Admission are NOT an admissible for a JJWBGSP Scholarship application

- A Letter of Admission that states explicitly an applicant is admitted conditionally because certain specified documentation remains outstanding. Sometimes this documentation can include academic transcripts and/or scanned diploma or other proof of prior degree.
- A Letter of Admission that states explicitly that the offer is conditional upon submitting proof of English or other Language Competency (for example a minimum IELTS or TOEFFL score)

Some Letters of Admission indicate the offer is conditional, and then refer to a separate document or an online platform that will provide the applicant the details of the conditionality. In this case, the JJWBGSP applicant must include this relevant documentation as part of the Letter of Admission the applicant uploads into the Application Form, so JJWBGSP Secretariat can confirm if the Letter of Admission meets the scholarship application requirements for eligibility.

Some Letters of Admission state that an offer is conditional upon providing a certified academic transcript, "if not already provided." In this case, for that applicant to become a finalist, the JJWBGSP will first seek and need to receive confirmation from the JJWBGSP master degree program that the applicant had met this condition by the JJWBGSP Scholarship Deadline date.