

FAQs for Japanese Nationals applying for a Joint Japan / World Bank Graduate Scholarship Program (JJ/WBGSP) Scholarship

WHERE CAN YOU STUDY

Can I get a scholarship to any graduate program?

No. This scholarship is available for studying only at a master's program or a PhD program outside Japan and in development-related fields. Graduate degrees related to Foreign Service, Diplomacy, Business (including MBAs) and Law (including LLMs), Medicine (including MDs) are not eligible for financing by the JJWBGSP scholarship. Examples of qualified degrees can be found on our "preferred" and "partnership" lists posted on our website. Japanese nationals are not restricted to applying to a preferred or partnership program.

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

No. This scholarship does not sponsor undergraduate studies, distance learning programs, short-term training, conferences, seminars, and fields of study not related to development.

Can I apply this year using a 2016-17 admission letter that was deferred one-year and unconditionally by a graduate program that is outside Japan and in a development-related field?

Yes. In the application field for uploading the admissions letter, please upload the document from the university graduate program indicating its agreement to defer your admission to 2017-18. The admissions letter you submit must reflect the University's approved and unconditional (except for financing) deferral to the 2017-18 academic year.

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.

ELIGIBILITY

Do I have to work immediately after I complete my scholarship, or can I continue with graduate studies?

The scholar is expected to seek work in international development immediately after attaining the graduate degree the JJWBGSP scholarship is funding. That may occur after the time the scholarship funding ends.

Is work on a graduate program considered as formal employment, particularly if it was a graduate program related to development?

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

I have already earned a graduate degree, but meet all the criteria mentioned in the application guidelines. Am I still eligible for this scholarship to pursue another graduate degree?

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

How can I tell if I meet the eligibility requirements?

The eligibility requirements are clearly listed in the application guidelines. No exceptions are made. It is up to the applicant to assess whether or not he/she is eligible. In almost all cases the JJ/WBGSP Secretariat will not respond to inquiries presenting applicants' circumstances and requesting eligibility assessments. It is up to an applicant to apply the eligibility criteria to their particular circumstances.

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

No. ALL eligibility criteria are strictly adhered to. No exceptions are made.

Can unpaid volunteer work meet the eligibility criteria for development-related experience?

No.

Can part-time paid work be counted toward meeting 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.

Can an internship be counted toward meeting the eligibility criteria for development-related experience?

Yes, if the internship was paid.

If the internship was unpaid, you should list it under the section: “volunteer community activities” and / or include this experience in your CV, being explicit in your CV that the work was unpaid.

What should I do if the type of my “development- related” employment is not listed in the application form response options?

If none of the options of topics in the application form match your professional experience, then choose the drop down option “other” and define your development-related topic in the field “if other please specify.” In the review process (and not before), will the JJWBGSP determined if that topic is development-related.

RECOMMENDATIONS

Can anyone provide a professional recommendation?

No. Recommenders must be individuals who can attest to your professional experiences at work. Recommendations from your current or former supervisor(s) are also preferred, but not required.

Can a professor I studied under provide a professional 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 in the work environment*. If the same person also had you as a student, observations from your professor/student relationship cannot be part of the recommendation.

Can a professor I studied under provide the required academic recommendation?

Yes

May I substitute a professional reference for the required academic reference if I have been out of school for a while?

No.

How do I submit letters of recommendation?

In the online application, you must submit only one email address for each of your recommenders. We will send each recommender an email with instructions on how to submit his/her recommendation. Please refer to the document “Navigating your Online Application” posted on the Scholarship Program website.

May I give a personal email address for my recommenders?

Yes. You may submit the recommender’s Gmail, yahoo or other personal email address, but if an institutional email address is available, please use the institutional email address.

Can a person providing a professional recommendation for me write in any language?

No. Recommenders must write their recommendation in either English, Spanish or French.

My recommender says they have not received the email sent from the JJ/WBGSP with my recommendation request. What should I do?

First please verify 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 **Donotreply_scholarships@worldbank.org <recommendations@wizehive.com>**) has not gone to their junk mail and this email address is on their safe sender lists.

Third, if they still cannot find the email, please try sending 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.

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.

APPLICATION PROCESS

Can I still apply if I am receiving a partial scholarship from another source for the same graduate 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.

Can I send my required documents, or can my recommender send their recommendation, to the JJ/WBGSP Secretariat via email, fax, postal mail, or in-person?

No. We require applicants and their recommenders to submit all their required documents be submitted through our online application.

If I am accepted into several graduate programs, can I make several applications for the JJ/WB scholarship, or should I make one JJ/WBGSP application per each program?

Even though you could be accepted into more than one graduate program, you should only make one JJ/WBGSP application. The online application will give you the opportunity to list and upload admissions for up to 5 graduate programs. If you submit more than one application, your applications will be disqualified.

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 the email. If after that timespan of 4 hours, the lack of an email from Donotreply_scholarships@worldbank.org <applications@wizehive.com> means that either that you did not submit it, that you entered an incorrect email when you first registered for the online application, or that the email went to your Junk Mail. As this email is the means by which JJ/WBGSP will be contacting successful applicants, it is imperative that you are able to receive emails from us. If the email went to your Junk Mail, make sure that you add the email address 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 of the application deadline.

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 by July 31, 2017. On or before July 31, 2017, we will post an announcement when all selected scholars have been informed. The program will not be informing unsuccessful applicants.

Can I apply again next year?

Having a previous unsuccessful application(s) is not a factor determining the merits of an application. Applicants must meet all eligibility criteria corresponding to the year in which they apply.

QUESTIONS SPECIFIC TO THE APPLICATION FORM

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.

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

If you have multiple diplomas/certificates related to your most recent degree, please scan all of the diplomas into one file and upload them all through the online application.

What types of documents can I use as proof of employment?

Proof of current employment requires a signed and dated letter written within the last three months. This proof of employment should be on your employer's letterhead, state the timeframe you have been an employee, and be signed by an authority such as head of human resources or your manager. It would be best if this letter also lists your last title or position. For documentation of past employment, the letter of offer of employment is sufficient.

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

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

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.

The ordering of dates (day / month / 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 (day / month / year) and (month / year). During the review we understand information provided by references may use other conventions, e.g. (month / day / year).

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 "*"

What if I do not have a Letter of Acceptance from a university graduate program by the Application Deadline? You may still apply for the scholarship if you have applied to a university graduate program for the upcoming academic year, but have not yet been accepted. Refer to the Application Guidelines for details.

On the Financing Page, there is a question which asks "Indicate by percentage, the source of financing for earning your highest university degree." Is this question for the existing degree I have? Or is it for the graduate program for which I am seeking funding from the JJWBGSP scholarship?

This question refers to your highest degree already attained, not to the graduate program for which you are seeking a JJWBGSP scholarship.