Navigating the Online Application

I. Logging on to the Online Application

To log on to the online application follow the instructions in 'Accessing the Online Application'
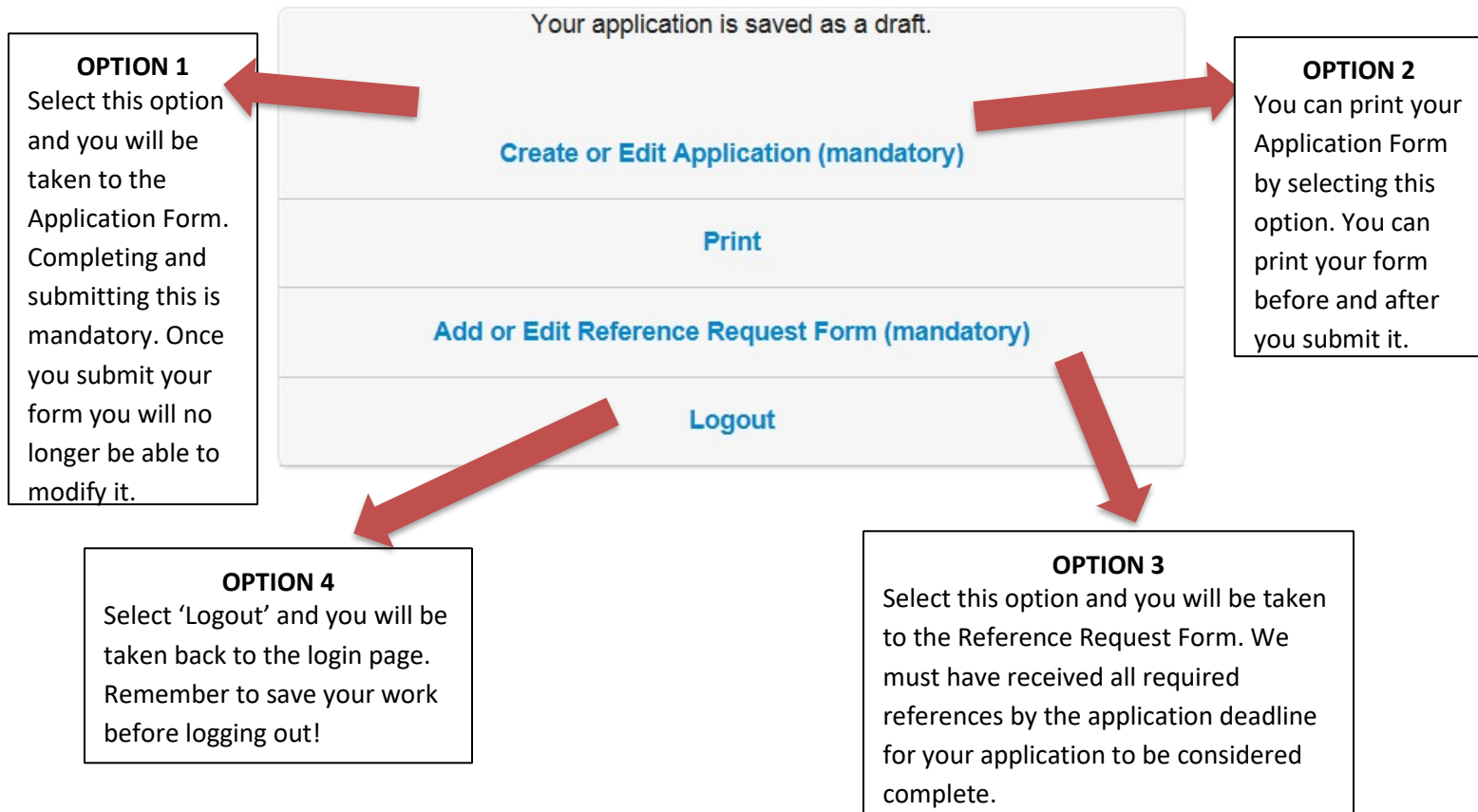
II. Main Menu

On first logging in – the initial menu

1. The first time you log-in you will be taken to an initial main menu, which will only have 2 options: 'Create or Edit Application (mandatory)' or 'Logout' (see screenshot below).

> **Create or Edit Application (mandatory)**
>
> **Logout**
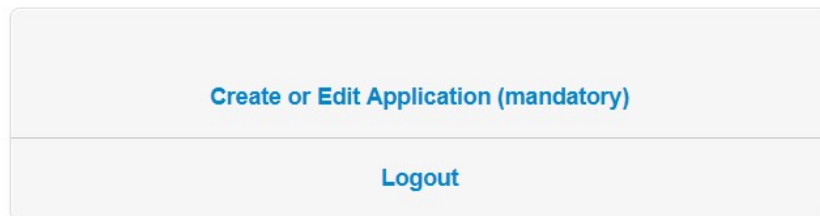
2. Click on 'Create or Edit Application (mandatory)', enter your name and then click '**Return to Menu**' to see the full four menu options.

3. Once you have done this, you will be taken to the full main menu, which has 4 different options, you could select.

4. Each subsequent time you log-in, you will be automatically taken to the full main menu

5. Once you have clicked on 'Create or Edit Application (mandatory)' and then clicked '**Return to Menu**', you will be taken to the full main menu. The full menu has 4 different options you could select. See descriptions of each option in the text boxes below:

The Full Main Menu

OPTION 1
Select this option and you will be taken to the Application Form. Completing and submitting this is mandatory. Once you submit your form you will no longer be able to modify it.

Your application is saved as a draft.

Create or Edit Application (mandatory)

Print

Add or Edit Reference Request Form (mandatory)

Logout

OPTION 2
You can print your Application Form by selecting this option. You can print your form before and after you submit it.

OPTION 4
Select 'Logout' and you will be taken back to the login page. Remember to save your work before logging out!

OPTION 3
Select this option and you will be taken to the Reference Request Form. We must have received all required references by the application deadline for your application to be considered complete.

6. The first step we advise you to take is to send your recommendation requests through the Recommendation Request Form.

7. Remember that an application is only complete once BOTH the Application Form has been submitted by you and the recommendations have been submitted by your three recommenders.

III.   Navigating the Recommendation Request Form

We recommend filling out the Recommendation Request Form as soon as possible in order to give your recommenders ample time to submit their recommendations before the application deadline. Before completing the Recommendation Request Form for a recommender, you need to first confirm that a person agrees to write you a recommendation and to know their email address.   And you should enter your first and last name in the Application Form and save it as a draft. The later ensures that the email your recommender will receive from Wizehive will identify you by name.

To get started, from the Main Menu:

(i)   Click on 'Create or Edit Application (mandatory)' and you will be taken to the Personal Data page. Enter your first and last name in the fields provided. At the bottom of the screen, click on the "SAVE DRAFT" button.

(ii)   Click on 'Add or Edit Recommendation Request Form (mandatory)". You will be directed to the Recommendation Request Form (see screenshot below):

Return to Menu

CONTACT INFORMATION FOR YOUR THREE REQUIRED RECOMMENDERS

Only three names of recommenders can be submitted – two professional and one academic recommender. It is strongly recommended that at least one of the two required professional recommendations be from a current or former supervisor. We also suggest you first get the agreement from your recommender that they are willing to provide a recommendation before you submit their contact information below. It is your sole responsibility to make sure the email contact information you give is accurate.

If available, we require that the three emails that you provide below are from the professional 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 refer to 'Navigating your Online Application' on the JJ/WBGSP website for the details on how to complete this Recommendation Request Form. Note that for your recommender to be able to provide a recommendation you must tick the "Send the recommendation request" and then press either save button below.

Name: *   [   ]

Email: *   [   ]

Type of Recommender: *   [▼]

Phone number (if known):   [   ]

                           ☑ Send the recommendation request when I press either button below

                           [Save & Exit]

                           [Save & Add Another]

A. The following instructions are for applicants who are ready to submit a recommendation request:

➢ Enter the name and email of your first recommender. The email of your recommender should be entered by itself, and without any other characters such as inverted commas, commas, semicolons etc. Do not enter more than one email, or any additional words, or the email address may not be recognized.

➢ The box 'Send the recommendation request when either button below' should be ticked (see illustration above).

➢ Now you have three options:

Option 1. If you are now ready to enter your next recommendation request, click 'Save & Add Another'.

Option 2. If you are not ready to enter your next recommendation, click 'Save & Exit'.

For both option (1) and (2), a box will pop up (see screenshot below). This will show you the email that we will send to your recommender and will give you the option to add a personal message to our email . **In your personal message, we suggest that you remind the recommender of the JJWBGSP Scholarship Application Deadline date**, and that your recommender knows his submission is needed for your application to be complete by that deadline date.

If you are ready to have us send the email to your recommender, click 'Send'. Your recommender will be sent our email. Then for option (1) you will be redirected back to the "Recommendation Request Form" page and you can begin the same process for submitting your next recommender's name and email; or for option (2) you will be redirected back to the Main Menu.

This will send a message to the email address provided asking them to submit a recommendation to a specific web address (URL).
Please feel free to add a personal message below. We strongly suggest you remind this recommender which type of recommender he/she is (professional or academic) and remind him/her of the Application Deadline date.
To:
Personal Message:

Cancel   Send

Message
You have been requested by   to provide a recommendation.

is applying for a Joint Japan World Bank Scholarship (JJWBGSP) that finances Japan citizens to study for a graduate degree related to international development. The scholarship covers tuition, medical insurance, travel and living expenses. After earning her/his degree, the JJWBGSP-funded Japanese national scholar is expected to advance her/his professional career with a keen focus on the alleviation of poverty and enhanced shared prosperity in developing countries.

This recommendation is a required and KEY component of the application, and carefully reviewed by us to assess an applicant's qualifications. Your recommendation can be written in English or informally translated into English. You must limit your responses to 400 words per question we ask.

Option 3. If in the unlikely event you changed your mind and are not ready for us to send the email to your recommender, click 'Cancel' to exit (see screenshot below) and you will be redirected back to the "Recommendation Request Form" page.

To remind your recommender to send his/her recommendation: Go to the Recommendation Request Form and click on 'Resend Request' on the Status Bar (see image below).

Status: This person has been contacted. Resend Request

To change a recommender: You can replace a recommender who has already received the email with a new person only if the original recommender has not yet submitted his/her recommendation. Note that once the replacement is made by you, the original recommender will not be able to submit his/her recommendation. To change a recommender, click on the "Delete" button (see illustration below). Then, resubmit the Recommendation Request Form with the correct information by following the instructions above.

Status: This person has been contacted. **Resend Request**

Delete

No further changes to the information above can be made at this time.

Attention: Once a recommendation is submitted by the recommender, you cannot cancel it or replace it with another recommendation (See screenshot below).

Status: This person has responded to your recommendation request and no further changes to the information above can be made at this time.

No further changes to the information above can be made at this time.

B. The following instructions are for applicants who want to first save on the Recommendation Request Form the name and email of a recommender and then at a later date submit the request for their recommendation.

To save a recommendation request on the form, but not yet notify the recommender:

➢ Enter the name and email of your recommender

➢ Un-tick the box which says 'Send the recommendation request when I press either button below)' so that it appears as:

☐ Send the recommendation request when I press Save (below)

➢ Now you have two options: (1) To save the name and email of the recommender you just entered and be ready to enter the information for your next recommendation request, click 'Save & Add Another'; or (2) if you want only to save the name and email of the recommender you just entered, click 'Save & Exit' and you will be redirected to the Main Menu. Either way, as long as the tick box above is not checked, the name and email you just entered will be saved, but your recommender will not be sent the email.

➢ **To send the email to your recommender whose contact information you have saved on the Recommendation Form**

When you return to the Recommendation Request Form the status bar of your recommendation request will look like below:

Status: Not contacted. Send Request

➢ Click 'Send Request' on the status bar of the Recommendation Form.

➢ Then a box will pop up (see screenshot below). This will show you the email that will be sent to your recommender and will give you the option to enter a personal message. The personal message is an excellent way to inform or remind your Recommender that his/her recommendation must be submitted by the Application Deadline Date.

➢ If you are ready to send the email to your recommender, Click 'Send' and you will be redirected back to the Main Menu. If instead you change your mind and are not ready to send the email to your recommender, click 'Cancel' to exit and you will be redirected back to the "Recommendation Request Form" page.

This will send a message to the email address provided asking them to submit a recommendation to a specific web address (URL).
Please feel free to add a personal message below. We strongly suggest you remind this recommender which type of recommender he/she is (professional or academic) and remind him/her of the Application Deadline date.
To:
Personal Message:

Cancel   Send

Message
You have been requested by   to provide a recommendation.

                    is applying for a Joint Japan World Bank Scholarship (JJWBGSP) that finances Japan citizens to study for a graduate degree related to international development. The scholarship covers tuition, medical insurance, travel and living expenses. After earning her/his degree, the JJWBGSP-funded Japanese national scholar is expected to advance her/his professional career with a keen focus on the alleviation of poverty and enhanced shared prosperity in developing countries.

This recommendation is a required and KEY component of the application, and carefully reviewed by us to assess an applicant's qualifications.   Your recommendation can be written in English or informally translated into English. You must limit your responses to 400 words per question we ask.

IV.   Navigating the Application Form

To print your Application Form
To print an Application Form, either in draft or after submission, go to the Main Menu and click on "Print".

To complete your Application Form
On the Main Menu click on 'Create or Edit Application (mandatory)'.
You will be taken to the first page of the nine pages Application Form.

You will need to complete all nine sections (those marked with a red star " * " or a black star (*) are mandatory) and click 'submit' before your Application Form is submitted.

The nine sections of the Application form include:

1. Personal Data
2. Education
3. University Study Program
4. Employment
5. Volunteer/Community involvement

6. Statement of Purpose
7. Required Documents
8. Signature Page
9. Review

To navigate between these sections click on the 'Previous' or 'Next' page buttons at the bottom of the page (see illustration below), or click on the name of the section you want to move to in blue at the top of each page.

To save your Application Form

To save your entire Application Form click on 'Save Draft' found at the bottom of any one of the Application Form pages (see illustration below). Your Application Form will automatically save every ten minutes. But, you will still want to make sure to save your work periodically by pressing 'Save Draft' to ensure your work has been saved.   This is particularly true if you are working at an internet café or other location where connectivity is difficult.

Also, most people will not have all the information necessary to complete the application on the first visit and will want to save their draft, exit, and return to continue working on the application at another time.

There are [?] symbols in various parts of the form.
If you move your mouse over the symbol a clarifying note appears.

Accuracy of dates requested
When filling in the date of your signature, the exact month, day and year are required. However, for all other dates requested we request you to be accurate only regarding the month and year. The day can be approximated.

Uploading your supporting documents
As detailed in the Application Guidelines, applicants are required to upload documents on the 'Required Documents' page of the Application Form.

Documents must be uploaded in one of the following formats: pdf, doc, docx, xlx, xlsx, jpg, png.

 Zip, tif and html files are NOT acceptable formats. IF YOU UPLOAD DOCUMENTS USING ANY OF THESE UNACCEPTABLE FORMATS, YOUR APPLICATION WILL NOT BE REVIEWED.

In the case you have more than one employer, please scan all of your proofs of employment together into one file and upload that file on the respective field. Do the same for #2a if you are required to upload translations.

Signing your Application Form

After reading and agreeing to the conditions listed on the Signature Page, you must sign the form by typing your name in the "signature" field and enter the date. Please type your name as it appears in the PERSONAL DATA section of the Application Form in the following order:
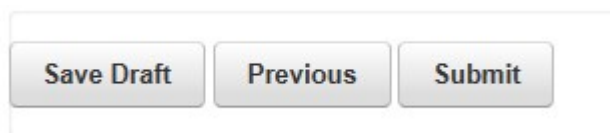
(i)   first (given) name

(ii)   middle (given) name(s) [*note this is optional*];

(iii) family name (*otherwise known as surname*)

Submitting your Application Form

Once you have filled out the 8 pages of your Application Form you will be taken to page 9: the 'review' page. Before you submit your form make sure that you have:

1. Completed all the 'required' questions (indicated with a red star * or a black star *);
2. Uploaded all the required documents
3. Reviewed and Saved your Application Form

To submit, first save a draft of your Application at the bottom of the review page, and then click on the submit button at the bottom of the review page (see illustration below):
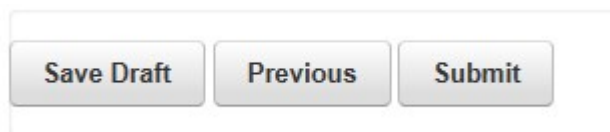

> If you have not completed all the required fields you will not be able to submit the form. Instead you will be taken directly to the required question that you must fill in on the review page. For example, if you did not enter a valid date you will see the following message below the relevant question:
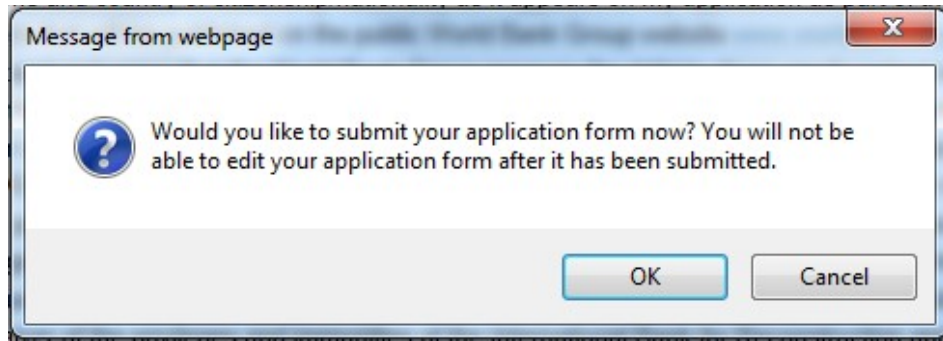

> Once you have corrected these entries you should 'Save Draft' and then hit the 'submit' button once again:

> If you have entered all of the required fields you will see the box below.

This is your last chance to edit your Application Form. If you still want to make changes, Click 'Cancel'. If you are ready to submit your Application Form, click 'OK' and your Application Form will be submitted.

Once you submit your Application Form you will be automatically redirected back to the Main Menu, which will display the message below.

Your application form has been submitted. You will receive an email confirmation shortly with a reminder of the other elements required for a completed application.

Print

Add or Edit Recommendation Request Form (mandatory)

Logout

*REMEMBER that submitting your Application Form DOES NOT MEAN that your application is complete. An application is only completed once JJ/WBGSP has received both your Application Form, two professional recommendations, and one academic recommendation. To send your recommendation requests go to the "Main Menu" and click on 'The Recommendation Request Form.'

In addition to the notice on the Main Menu (see figure above), you will also receive an email containing the same message from the email address:
Donotreply_scholarships@worldbank.org<applications@wizehive.com>

Please, DO NOT respond to this email.