

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

APPLICATION GUIDELINES FOR JJ/WBGSP 2019 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 a JJWBGSP application reviewed, 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 from the World Bank.
- 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 since earning a Bachelor's degree (or equivalent university degree) and acquired within the past 6 years from the date of the Application Deadline (see FAQs on how to count qualified part time employment 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.

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 11, 2019.** 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 applicant's Bachelor's degree diploma, and if obtained the diploma of the applicant's most advanced graduate degree. (Do not include a transcript, or upload a transcript as a substitute for a 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”.)

ATTENTION:

- You can draft but **DO NOT SUBMIT** a JJWBGSP Scholarship Application **UNTIL YOU UPLOAD AN UNCONDITIONAL LETTER OF ACCEPTANCE** from a preferred master degree program.
- 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.
- The documents must be in an acceptable format. Before uploading documents, read “Navigating the Online Application” for details on which file extension types are permitted.

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.
- **DO NOT USE A CELL PHONE TO APPLY, AS THE SOFTWARE IS DESIGNED ONLY TO BE ACCESSED BY A COMPUTER.**
- 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.

Guidance on Professional Recommendation Process:

The applicant can have only two professional recommendations – one is not sufficient and three or more is not permitted.

PLEASE NOTE: For all applicants, recommendations from professors/lecturers based on your time as a student do not qualify as a professional recommendation.

The recommendations must be from people who can attest from direct observation to your professional qualifications regarding development-related work that was demonstrated after earning your Bachelor’s degree. We suggest, but do not require, that at least one of the two

required professional recommendations be from a current or former supervisor. We suggest, but do not require, that professional recommendations are from people who have recent (within last 6 years) experience with you in a professional setting.

Unless you are a citizen from a country on our Fragile State list, both professional recommendations must come from people you worked with during paid employment. For example, unless you are a citizen from a country on our Fragile State list, a recommendation from an applicant's volunteer work is not considered "professional" and hence would not fulfill this eligibility criterion.

To fulfill the required two professional recommendations, **complete and submit the Recommendation Request Form in the online application**. Refer to the documents "Accessing the online application" and "Navigating the 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: Applicants can submit the Recommendation Request Form before submitting the Application Form. 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. The JJWBGSP Secretariat also suggests that an applicant first confirm with each recommender that she/he is willing to provide a recommendation and confirm her/his email address.

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 Recommendation Request Form. 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 that the first of your two required recommenders submitted his/her recommendation
- From **Donotreply_scholarships@worldbank.org <recommendations@wizehive.com>** confirming that the second of your two required recommenders submitted his/her recommendation

If you have not received both of these emails from **Donotreply_scholarships@worldbank.org <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 that 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 the answer to your question is not in the FAQs or in these Guidelines, 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 in 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 in case the applicant lacks a valid Passport, he/she can provide another acceptable 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 21 days before traveling to the university to commence the master program, the finalist will be requested to submit a scanned copy of a health certificate. This certificate must be less than three months old from the start date of their master’s program and must be from a medical doctor stating the scholar is in good health.

Please note: Failure to provide 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 Situations in Member Countries Eligible to Borrow

Afghanistan

Burundi

Central Africa Republic

Chad

Comoros

Congo, Dem. Rep

Congo, 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

Solomon Islands

Somalia

South Sudan

Sudan

Syria

Timor-Leste

Togo

Tuvalu

Yemen, Rep

Zimbabwe

Annex 2: Suggested List of Development-related topics

FINANCE, COMPETITIVENESS AND INNOVATION

- Financial Stability & Integrity
- Financial Inclusion & Access
- Firms, Entrepreneurship & Innovation
- Markets, Technology & Digital Economy
- Long-Term Finance
- Climate & Risk Management

GOVERNANCE

- Strengthening Public Policy Processes
- Promoting Effective Resource Management
- Reinforcing Public Service Delivery
- Strengthening the Public-Private Interface
- Understanding the Underlying Drivers and Enablers of Policy Effectiveness

MACROECONOMICS, TRADE AND INVESTMENT

- Designing and applying country-based diagnostics, development strategies, policy analysis and other analytical products for decision-making by Ministries of Finance, Trade, Economy and Production in their pursuit of reform agendas conducive to strengthening inclusive growth led by the private sector

POVERTY REDUCTION AND EQUITY/SHARED PROSPERITY

- Identifying key constraints that limit opportunities for productive employment, capital accumulation and investment in human capital by the poor and vulnerable households.
- Using data on poverty, equity and welfare for evidence-based public policy making and implementation
- Designing and implementing fiscal and social policies that can enhance the capacity of those at the bottom to contribute more actively to economic growth
- Developing and adopting effective risk management strategies and systems that contribute to sustainable poverty reduction and shared prosperity

EDUCATION

- For primary, secondary and tertiary levels of education: devise practical solutions for issues related to design of curricula, curriculum reform, instruction and pedagogy, and learning/measurement of learning,
- Organize, strengthen and manage an education system, and the delivery of services,
- Designing and implementing cost-effective and sustainable Early Childhood Development interventions
- Managing and developing an effective teacher workforce.
- Designing and applying emerging innovations in the education sector, including but not limited to those enabled by the use of information and communications technologies (ICTs).
- Designing and implementing reforms aimed at improving the effectiveness, equity, and efficiency of country education financing systems.
- Designing and implementing reforms aimed at issues of access related to disability and/or Inclusive Education

GENDER

- Health Sector
- Education Sector
- Social Protection
- Employment
- Ownership and Control of Assets
- Agriculture and Rural Development
- Financial Inclusion
- Enhancing Women's Voice and Agency and Engaging Men and Boys
- Gender-Based Violence

HEALTH, NUTRITION AND POPULATION

- Health Financing
- Public/Global Health
- Nutrition
- Population and Development
- Delivery of Health, Nutrition and Population services work for the poor

SOCIAL PROTECTION AND JOBS

- Skills Development
- Social Insurance and Pension
- Social Safety Nets
- Nexus with Gender
- Social Safety Net Programs' Delivery Systems

AGRICULTURE AND FOOD

- Climate Smart Agriculture
- Food Quality
- Rural Livelihoods and Agriculture Employment
- Value Chains and Agribusiness competitiveness and commercialization.

CLIMATE CHANGE

- Energy
- Transport
- Climate-smart Land Use, Water and Food Security
- Finance
- Small Island States Resilience initiatives

ENVIRONMENT & NATURAL RESOURCES

- Environmental Economics
- Pollution Management and Environmental Health
- Environmental Standards
- Fisheries
- Forests, Landscapes and Ecosystems
- Watersheds

SOCIAL, URBAN, RURAL & RESILIENCE

- Community-Driven Development
- City Management, Governance and Finance
- Land / GeoSpatial
- Disaster Risk Management
- Social Inclusion
- Social Sustainability and Standards
- Labor Influx and Labor Management
- Stability, Peace and Security
- Sustainable Urban Infrastructure and Services
- Territorial Development and Productivity
- Urban Poverty and Housing

WATER

- Hydropower & Dams
- Water in Agriculture
- Urban Water Supply and Sanitation services delivery
- Rural Water Supply and Sanitation services delivery
- Water Security and Integrated Resource Management
- Water, Poverty and the Economy – policies, institutions, and governance – related to the role of water in an economy
- Social Inclusion in Water

ENERGY & EXTRACTIVES

- Clean Energy
- Energy Access
- Energy Economics, Markets and Institutions
- Extractives Industries
- Hydropower & Dams
- Power Systems

INFRASTRUCTURE

- Infrastructure Management & Finance, including Public Private Partnerships & Guarantees
- Development Corridors & Regional Integration
- Roads
- Air Transport
- Railways
- Transport & Digital Development
- Urban Transport
- Resilient Transport in context of Disaster Risk management

DEVELOPMENT IN CONTEXT OF FRAGILITY, CONFLICT AND VIOLENCE

- Development-Security Nexus
- Humanitarian-Development Nexus
- Design and implementation of development projects in FCV
- Innovative financing mechanisms

Annex 3: Mapping of Countries to Regions

Country	Regional Code
Afghanistan	6
Albania	2
Algeria	4
Angola	5
Antigua and Barbuda	3
Argentina	3
Armenia	2
Azerbaijan	2
Bangladesh	6
Belarus	2
Belize	3
Benin	5
Bhutan	6
Bolivia	3
Bosnia & Herzegovina	2
Botswana	5
Brazil	3
Brunei Darussalam	1
Bulgaria	2
Burkina Faso	5
Burundi	5
Cabo Verde	5
Cambodia	1
Cameroon	5
Central African Rep.	5
Chad	5
Chile	3
China	1
Colombia	3
Comoros	5
Congo, Dem. Rep. of	5
Congo, Rep. of	5
Costa Rica	3
Côte d'Ivoire	5
Croatia	2

Djibouti	4
Dominica	3
Dominican Rep.	3
Ecuador	3
Egypt, Arab Rep.	4
El Salvador	3
Equatorial Guinea	5
Eritrea	5
Eswatini	5
Ethiopia	5
Fiji	1
Gabon	5
Gambia, The	5
Georgia	2
Ghana	5
Grenada	3
Guatemala	3
Guinea	5
Guinea-Bissau	5
Guyana	3
Haiti	3
Honduras	3
India	6
Indonesia	1
Iran, Islamic Rep. of	4
Iraq	4
Jamaica	3
Jordan	4
Kazakhstan	2
Kenya	5
Kiribati	1
Kosovo, Republic of	2
Kyrgyz Republic	2
Lao People's D.R.	1
Lebanon	4
Lesotho	5
Liberia	5
Libya	4

Macedonia, FYR of	2
Madagascar	5
Malawi	5
Malaysia	1
Maldives	6
Mali	5
Marshall Islands	1
Mauritania	5
Mauritius	5
Mexico	3
Micronesia, F. S.	1
Moldova	2
Mongolia	1
Montenegro	2
Morocco	4
Mozambique	5
Myanmar	1
Namibia	5
Nauru	1
Nepal	6
Nicaragua	3
Niger	5
Nigeria	5
Pakistan	6
Palau	1
Panama	3
Papua New Guinea	1
Paraguay	3
Peru	3
Philippines	1
Poland	2
Romania	2
Russian Federation	2
Rwanda	5
Samoa	1
São Tomé and Príncipe	5
Senegal	5
Serbia	2

Seychelles	5
Sierra Leone	5
Solomon Islands	1
Somalia	5
South Africa	5
South Sudan	5
Sri Lanka	6
St. Kitts and Nevis	3
St. Lucia	3
St. Vincent & the Grenadines	3
Sudan	5
Suriname	3
Syrian Arab Republic	4
Tajikistan	2
Tanzania	5
Thailand	1
Timor-Leste	1
Togo	5
Tonga	1
Trinidad & Tobago	3
Tunisia	4
Turkey	2
Turkmenistan	2
Tuvalu	1
Uganda	5
Ukraine	2
Uruguay	3
Uzbekistan	2
Vanuatu	1
Venezuela, Rep. Bol. de	3
Vietnam	1
Yemen, Republic of	4
Zambia	5
Zimbabwe	5

Annex 4: GUIDANCE 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.

Note: Emails to JJWBGSP Secretariat that describe or attach a Letter of Acceptance and ask the Secretariat to determine if its unconditional or not, will not be answered by the Secretariat.

Here are a few clarifying remarks:

A. GUIDANCE 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 finalist, 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 admissible for a JJWBGSP Scholarship application:

- A Letter of Admission that states explicitly that 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 TOEFL 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.