

Navigating the 2022 Online Application Form for Developing Country Nationals

I. Logging on to the Online Application

1. To log on to the online application follow the instructions in 'Accessing the Online Application'
2. First time accessing the online application portal, you will need to use the **Sign Up** button to create an account. If you are returning to the portal, you can **Log In** with your established account credentials.

The screenshot shows a login page with the following elements:

- Sign In/Sign Up Instructions:**
 - For New Users:** By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.
 - For Returning Users:** Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.
- Sign In Form:**
 - Email:** Input field.
 - Password:** Input field with a toggle for visibility.
 - Log In:** Button.
 - Forgot your password?:** Link.
- Need an Account?:**
 - Sign Up:** Button.

II. Home Screen (Profile and Submission Section)

1. During the initial login, you will be asked to create a Profile. Click on **Create a Profile to Get Started** to access the profile form.

The screenshot shows the home screen with the following elements:

- Header:** "Joint Japan/World Bank Graduate Scholarship Program" on the left and "Welcome, [user name]" on the right with a settings gear icon.
- Instructions:**
 - Please click "**+Create a Profile to Get Started**" to begin. You can always edit your Profile by clicking "Edit".
 - You cannot move forward until you have completed your Profile.
- Call to Action:** A large dashed box containing the text "Create a Profile to Get Started".

2. Complete all necessary fields in the profile form. You can save a draft at any time, but in order to move to the application form, you will need to click **Create Profile**.

The screenshot shows the 'Profile' page in a web application. At the top, there is a breadcrumb trail: 'Joint Japan/World Bank Graduate Scholarship Program > Profile' followed by a 'Draft' status indicator. A user greeting 'Welcome, [redacted]' and a settings gear icon are on the right. Below the breadcrumb, the word 'Profile' is displayed with a dropdown arrow. To the right of 'Profile' are two buttons: 'Save Draft' and 'Create Profile'. The main content area is titled 'Personal Data' and contains two required fields: 'Salutation: *' with a dropdown menu showing 'Mr.' and 'Surname/Family/Last Name: *' with a text input field containing 'Smith'.

3. The initial creation of your profile will bring you back to the home screen. You can update your profile if needed. Now you will be able to gain access to the application section. Click on **+Get Started**.

The screenshot shows the home screen of the application system. At the top, the breadcrumb trail is 'Joint Japan/World Bank Graduate Scholarship Program' and the user greeting is 'Welcome, [redacted]'. The main content area contains the following text: 'Please click "+Create a Profile to Get Started" to begin. You can always edit your Profile by clicking "Edit". You cannot move forward until you have completed your Profile.' Below this text is a card with a 'Profile' label on the left, a 'Complete' status indicator in the middle, and an 'Edit' button on the right. Further down, the text reads: 'To begin, click "+Get Started" below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.' This is followed by a bulleted list: '• If the status bar is gray, your submission is under review, and no action needs to be taken. • If the status bar is blue, there is an action required. Click on the Submission Card to complete. • If the status bar is red, there is an error. Please reach out to the JJWBGSP Secretariat at scholarshipapplicants@worldbank.org.' At the bottom, there is a large dashed box containing a blue plus sign and the text 'Get Started'.

III. Application

1. Once you access the submission section you will find two forms to complete before you can click Submit. These forms are the **JJWBGSP Developing Country Nationals Application** and the

JJWBGSP Developing Countries Nationals Recommendation Request.

2. Click Open next to the application form step. This will take you to the application form to complete the necessary fields. While interacting with the form, you can **Save Draft** at any time and when all required fields are completed, you can click **Mark Complete** to confirm completion of your form. **Note:** this does not submit your application, you are not done.

3. Once you have completed the form and marked it as complete, you may still update the form until you submit the entire section. You will see the step status as **Complete** and the button

changed to **Edit**.

Joint Japan/World Bank Graduate Scholarship Program > Smith John

Welcome, educationservices@wizehive.com

Smith John

Order by: Newest to Oldest

Application Intake

There are 76 days remaining to submit this. [Submit](#)

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

Please note that

- Any field with a red asterisk (*) is a required field. All required fields in the Application Form must be filled in for your application to be considered complete.
- You may save your draft and edit it as often as you like, HOWEVER ONCE YOU SUBMIT YOUR DRAFT YOU CAN NO LONGER MAKE CHANGES.

JJWBGSP Developing Country Nationals Application - W1 Complete [Edit](#)

The button will update to reflect how you can interact with this step.

JJWBGSP Developing Countries Nationals (W1) Recommendation Request Action Required [Open](#)

4. On the same screen, you will also be required to send recommendation requests before you can submit your application. Click Open next to the Recommendation Request step.
5. Click +New Request to open the request form.

Joint Japan/World Bank Graduate Scholarship Program > Smith John > JJWBGSP Developing Countries Nationals (W1) Recommendation Request

Welcome, educationservices@wizehive.com

JJWBGSP Developing Countries Nationals (W1) Recommendation Request

[Close](#)

Please click "+Add New Item".

Minimum required: 2 Maximum allowed: 2 Show: All [+ New Request](#)

You have not added any requests

6. The request form requires two fields, Name and Email. Complete these two fields and click Send. This will send the system generated email to the recommender.

Joint Japan/World Bank Graduate Scholarship Program > Smith John > JJWBGSP Developing Countries Nationals (W1) Recommendation Request > (untitled)

Welcome, educationservices@wizehive.com

(untitled) - Delete Save Draft Send Close

Name *

Recommender Name

Email *

recommender@email.com

Alternatively, you can **Save Draft** to save your progress and send at a later time or **Delete** this request. Deleting a request is an option until the request has received a response.

7. Once sent, you will be able to view the status of your request on the recommendation request landing page.

Joint Japan/World Bank Graduate Scholarship Program > Smith John > JJWBGSP Developing Countries Nationals (W1) Recommendation Request

Welcome, educationservices@wizehive.com

JJWBGSP Developing Countries Nationals (W1) Recommendation Request Close

Please click "+Add New Item".

Minimum required: 2 Maximum allowed: 2 Show: All + New Request

Recommender Name	Sent 01/13/2022 10:27pm EST	Remind	View	Delete
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8. Repeat steps 5-7 to send your second request. Once you have two sent requests, this will make the recommendation request step as complete. You will no longer be able to add any other requests. You can:
 - a. Send a Reminder email once every 24 hours to the recommender
 - b. View the recommender request forms

- c. Delete the request (if not responded to) in order to send to a different recommender

Joint Japan/World Bank Graduate Scholarship Program > Smith John > JJWBGSP Developing Countries Nationals (W1) Recommendation Request

Welcome, educationsservices@wizehive.com

JJWBGSP Developing Countries Nationals (W1) Recommendation Request

Please click "+Add New Item".

The minimum required requests have been sent. Please check back to ensure they have been completed.

Minimum required: 2 Maximum allowed: 2 Show: All + New Request

Recommender Name	Sent 01/13/2022 10:27pm EST	Remind	View	Delete
Recommender 2	Sent 01/13/2022 10:29pm EST	Remind	View	Delete

9. Click Close in the upper right corner to return to the submission section. With both forms completed, you can now click the **Submit** button to submit your full application package.

Joint Japan/World Bank Graduate Scholarship Program > Smith John

Welcome

Smith John

Order by: Newest to Oldest

Application Intake

There are 76 days remaining to submit this.

Submit

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

Please note that

- Any field with a red asterisk (*) is a required field. All required fields in the Application Form must be filled in for your application to be considered complete.
- You may save your draft and edit it as often as you like, HOWEVER ONCE YOU SUBMIT YOUR DRAFT YOU CAN NO LONGER MAKE CHANGES.

JJWBGSP Developing Country Nationals Application - W1	Complete	Edit
JJWBGSP Developing Countries Nationals (W1) Recommendation Request	Complete	Open

10. Once submitted, your home page status will update from Application Intake to Under Review.

Joint Japan/World Bank Graduate Scholarship Program > Smith John Welcome, educationsservices@wizehive.com

Smith John

Order by: Newest to Oldest

Application Intake

Thank you for submitting.

Your submission is now under review and you will be contacted if any additional information is needed.

This has been submitted.

JJWBGSP Developing Country Nationals Application - W1 View

The button will update to reflect how you can interact with this step.

JJWBGSP Developing Countries Nationals (W1) Recommendation Request Open

Joint Japan/World Bank Graduate Scholarship Program Welcome, [redacted]

Please click **"Create a Profile to Get Started"** to begin. You can always edit your Profile by clicking "Edit".

You cannot move forward until you have completed your Profile.

Profile Complete Edit

To begin, click **"Get Started"** below.

When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is **gray**, your submission is under review, and no action needs to be taken.
- If the status bar is **blue**, there is an action required. Click on the Submission Card to complete.
- If the status bar is **red**, there is an error. Please reach out to the JJWBGSP Secretariat at scholarshipapplicants@worldbank.org.

Smith John

Created on 01/13/2022

Under Review