

# Navigating the Online Application

## 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.

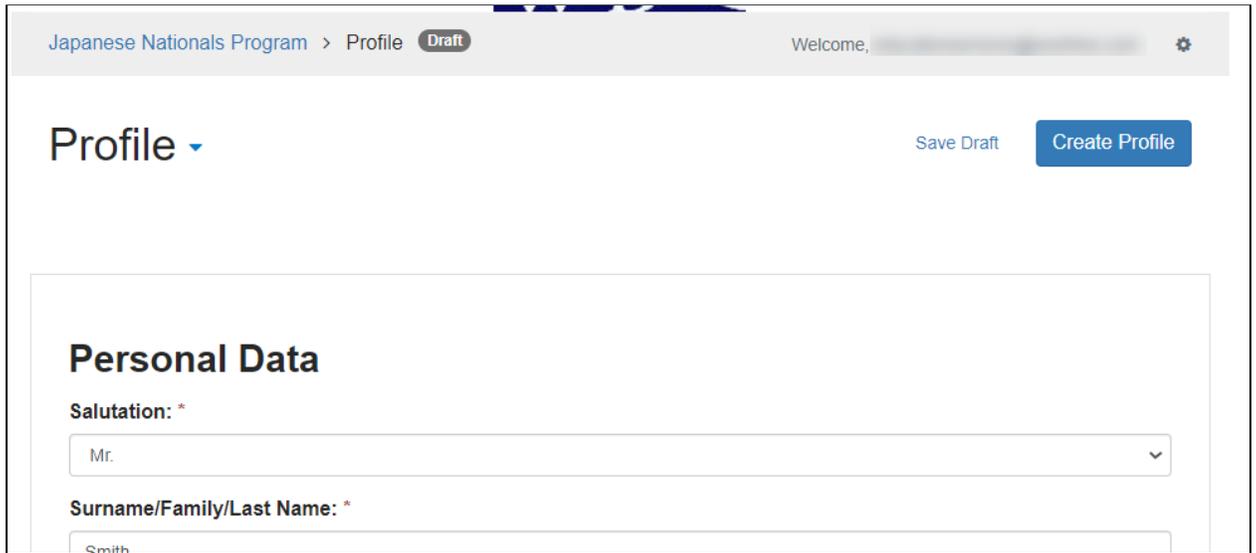
The screenshot shows a user interface for logging in or signing up. On the left, under 'Sign In/Sign Up Instructions', there are two sections: 'For New Users' and 'For Returning Users'. The 'For New Users' section explains that clicking 'Sign Up' prompts the user to enter an email address and create a password, which will be used to create an account. The 'For Returning Users' section explains that users should sign in with their email and password, and provides a link for 'Forgot your password?'. On the right, there is a 'Sign In' form with fields for 'Email' and 'Password', a 'Log In' button, and a 'Forgot your password?' link. Below the form is a 'Need an Account?' section with a '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.

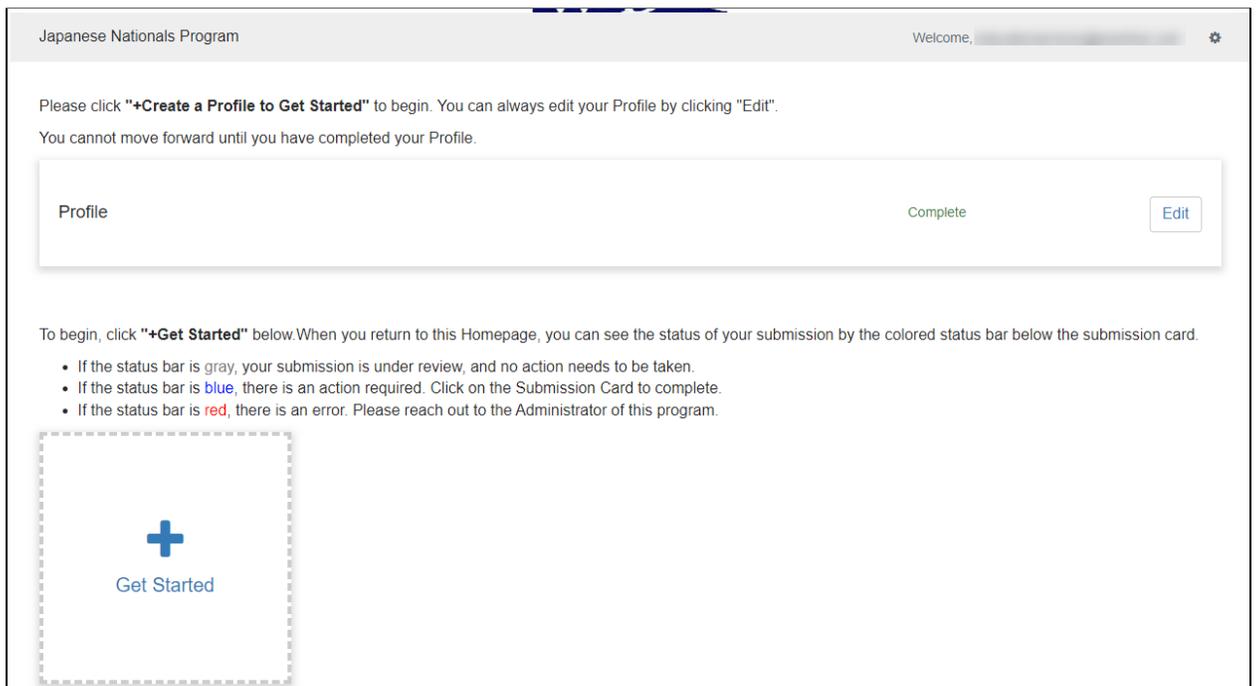
The screenshot shows the home screen of the Japanese Nationals Program. The header includes 'Japanese Nationals Program' on the left and 'Welcome, [username]' on the right with a settings gear icon. The main content area contains instructions: 'Please click "+Create a Profile to Get Started" to begin. You can always edit your Profile by clicking "Edit". You cannot move forward until you have completed your Profile.' Below this text is a large dashed box containing a blue button labeled '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 for the Japanese Nationals Program. The breadcrumb navigation is 'Japanese Nationals Program > Profile' with a 'Draft' status indicator. A 'Welcome,' message and a settings gear icon are in the top right. The main heading is 'Profile' with a dropdown arrow. To the right are 'Save Draft' and 'Create Profile' buttons. The 'Personal Data' section includes a 'Salutation: \*' dropdown menu with 'Mr.' selected, and a 'Surname/Family/Last Name: \*' text input field with 'Smith' entered.

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 Japanese Nationals Program. The breadcrumb navigation is 'Japanese Nationals Program'. A 'Welcome,' message and a settings gear icon are in the top right. The main heading is 'Profile'. Below it, a message reads: '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.' A card shows 'Profile' with a 'Complete' status and an 'Edit' button. Below the card, a message 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.' A list of instructions follows: '• 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 Administrator of this program.' A large blue plus sign icon is centered, with 'Get Started' text below it, all enclosed in a dashed gray box.

### 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 **Japanese Nationals Application** and the **JJWBGSP Japanese**

## Nationals Recommendation Request.

**Application Intake**

There are 65 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.

Japanese Nationals Application	Action Required	<a href="#">Open</a>
JJWBGSP Japanese Nationals Recommendation Request	Action Required	<a href="#">Open</a>

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

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.

Japanese Nationals Program > Smith John > Japanese Nationals Application **Draft** Welcome, [User Name] [Settings](#)

## Japanese Nationals Application ▾

[Save Draft](#) [Mark Complete](#) [Close](#)

Please complete all required fields.

You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

### 2022 ONLINE APPLICATION FORM FOR JAPANESE NATIONALS

Please complete this application in English, following the 2022 Application Guidelines posted [here](#)

Please Note:

- 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.

#### PERSONAL DATA

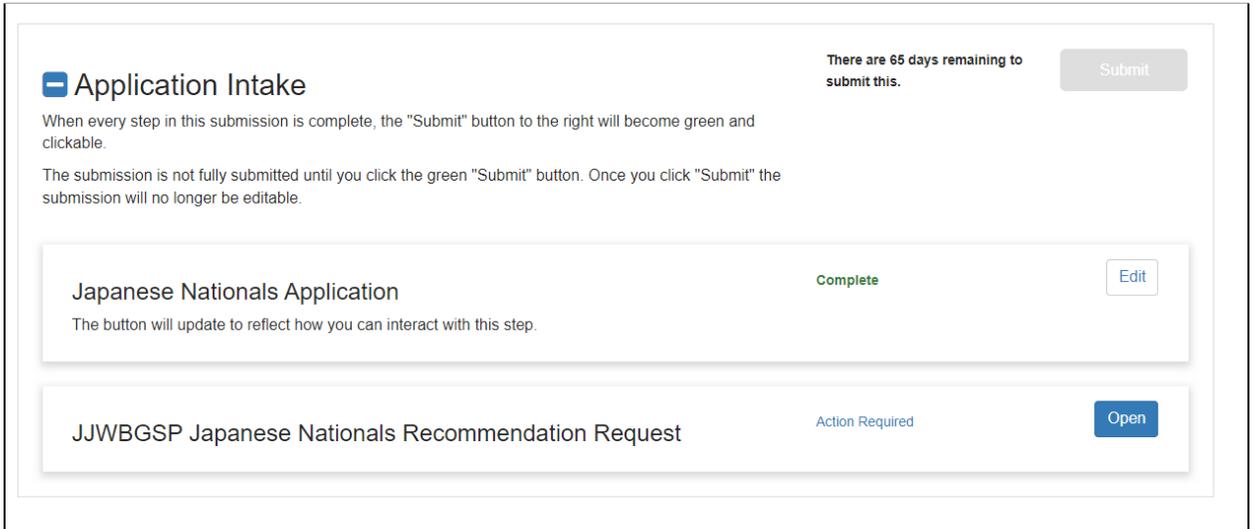
Highest level of education completed by:

Father: \*

No Education

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**.



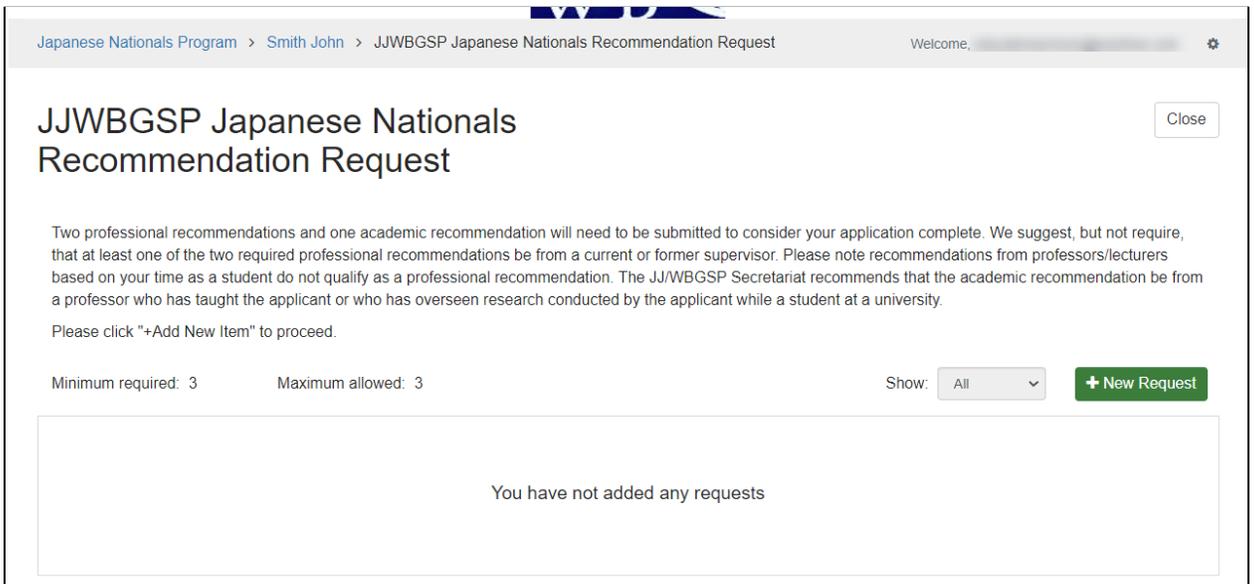
**Application Intake** There are 65 days remaining to submit this. [Submit](#)

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.

Japanese Nationals Application	Complete	<a href="#">Edit</a>
JJWBGSP Japanese Nationals Recommendation Request	Action Required	<a href="#">Open</a>

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.



Japanese Nationals Program > Smith John > JJWBGSP Japanese Nationals Recommendation Request Welcome, [Name] ⚙️

## JJWBGSP Japanese Nationals Recommendation Request [Close](#)

Two professional recommendations and one academic recommendation will need to be submitted to consider your application complete. We suggest, but not require, 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 time as a student do not qualify as a professional recommendation. The JJ/WBGSP Secretariat recommends that the academic recommendation be from a professor who has taught the applicant or who has overseen research conducted by the applicant while a student at a university.

Please click "+Add New Item" to proceed.

Minimum required: 3      Maximum allowed: 3      Show: All [+ New Request](#)

You have not added any requests

6. The request form requires three fields, Type of request, Recommender Name and Recommender Email. Complete these three 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.

Japanese Nationals Program > Smith John > JJWBGSP Japanese Nationals Recommendation Request

Welcome

## JJWBGSP Japanese Nationals Recommendation Request

Two professional recommendations and one academic recommendation will need to be submitted to consider your application complete. We suggest, but not require, 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 time as a student do not qualify as a professional recommendation. The JJ/WBGSP Secretariat recommends that the academic recommendation be from a professor who has taught the applicant or who has overseen research conducted by the applicant while a student at a university.

Please click "+Add New Item" to proceed.

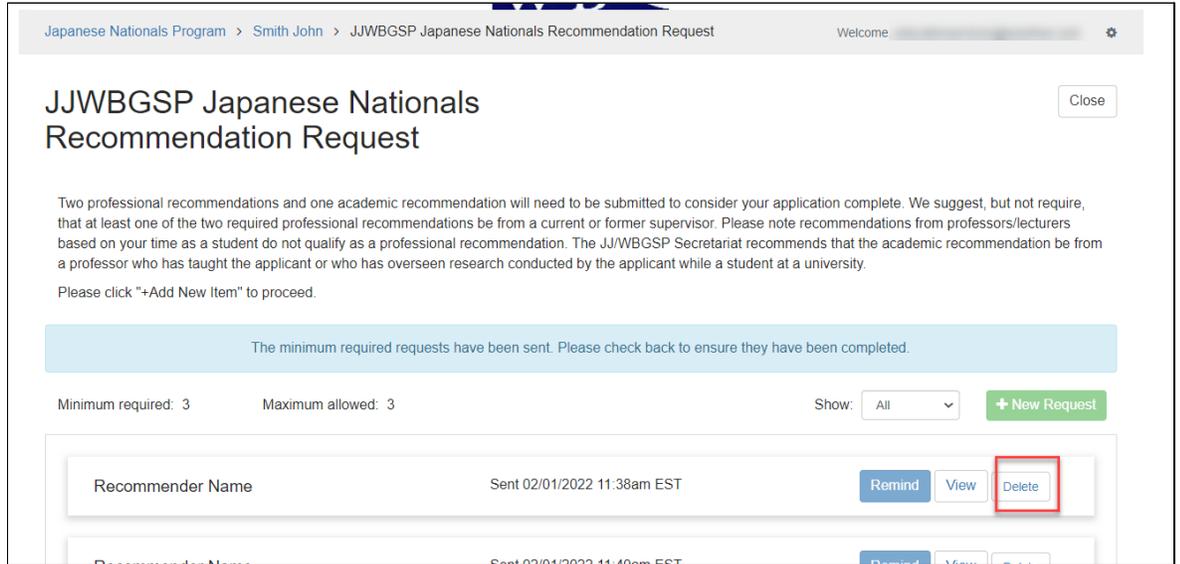
The minimum required requests have been sent. Please check back to ensure they have been completed.

Minimum required: 3      Maximum allowed: 3      Show: All      + New Request

Recommender Name	Sent 02/01/2022 11:38am EST	<span>Remind</span>	<span>View</span>	<span>Delete</span>
Recommender Name	Sent 02/01/2022 11:40am EST	<span>Remind</span>	<span>View</span>	<span>Delete</span>

8. Repeat steps 5-7 to send your second and third request. Once you have three 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 Remind 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



Japanese Nationals Program > Smith John > JJWBGSP Japanese Nationals Recommendation Request

Welcome

## JJWBGSP Japanese Nationals Recommendation Request

Close

Two professional recommendations and one academic recommendation will need to be submitted to consider your application complete. We suggest, but not require, 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 time as a student do not qualify as a professional recommendation. The JJ/WBGSP Secretariat recommends that the academic recommendation be from a professor who has taught the applicant or who has overseen research conducted by the applicant while a student at a university.

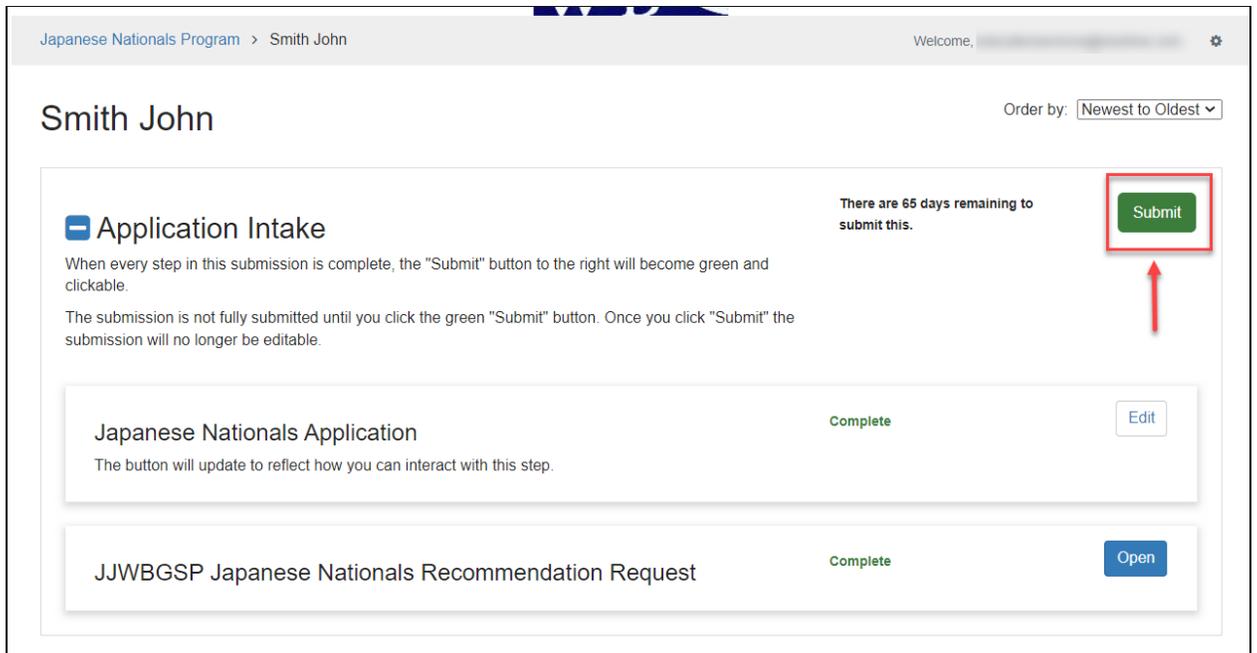
Please click "+Add New Item" to proceed.

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

Minimum required: 3    Maximum allowed: 3    Show: All    + New Request

Recommender Name	Sent	Remind	View	Delete
	Sent 02/01/2022 11:38am EST			
	Sent 02/01/2022 11:40am EST			

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.



Japanese Nationals Program > Smith John

Welcome

## Smith John

Order by: Newest to Oldest

**Application Intake**

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.

There are 65 days remaining to submit this.

**Submit**

Japanese Nationals Application	Complete	Edit
JJWBGSP Japanese Nationals Recommendation Request	Complete	Open

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

Japanese Nationals Program > Smith John Welcome, educationservices@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.**

Japanese Nationals Application View

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

JJWBGSP Japanese Nationals Recommendation Request Open

Japanese Nationals Program Welcome, educationservices@wizehive.com

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 Administrator of this program.

Smith John

Created on 02/01/2022

**Under Review**