

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

## 3rd update

March 29 2018

*Prior updates done in red. Most recent updates done in blue.*

### WHERE CAN YOU STUDY

**Can I get a scholarship to any graduate program subject or degree?**

No. This scholarship is available for studying only at a master's program or a PhD **program that is housed completely 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 a scholarship to any distant learning / online graduate program?**

No.

**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.

**I am currently a student. Can I receive a JJWBGSP scholarship for the program I am currently studying?**

Yes, as long as you will require at least one more year of study at the start of the upcoming academic year. **JJWBGSP funding will not pay for expenses that take place during Spring or Summer 2018 sessions.**

**Can I apply this year using a 2017-18 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 2018-19. The admissions letter you submit must reflect the University's approved and unconditional (except for financing) deferral to the 2018-9 academic year.

**Can I apply now for a scholarship to a master degree program that would start after the upcoming 2018-19 academic year?**

No.

## **BENEFITS**

**Will this scholarship pay tuition fees for distant learning courses that are either required or optional for my graduate program?**

No.

**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.

**What is the value of the scholarship?**

We do not provide this information to applicants. The funding amount depends on several factors including the length and location of the preferred master degree program.

**The University is asking me as an admitted student to make a deposit to secure my spot for enrollment. Will you make this deposit on my behalf?**

No. Please consult with the university directly if the deadline for the deposit could be delayed until JJWBGSP awarded scholars are notified. Depending on the policies and procedures for the university, if you make the advanced deposit and are subsequently awarded a JJWBGSP scholarship, and the university charges us for the initial deposit, we can pay the university directly for the deposit, and you could then ask for the reimbursement from the university for your deposit.

## **ELIGIBILITY**

**Do I need to upload either an unconditional (except for financing) letter of admission from or documentation that I am a currently enrolled student at a graduate program, will my application be reviewed?**

No.

**I do not expect to receive an unconditional (except for financing) letter of admission from a development-related graduate program until after the JJWBGSP scholarship deadline. Can I still apply this year?**

No, but if you get accepted and don't have funding for this year, you may want to ask for deferral from the University for one year, and apply to a JJWBGSP scholarship if its offered again next year.

**I am currently waitlisted for admission to a development-related graduate program. Is it possible to apply with my current status because the decision the final decision will be released after the JJWBGSP scholarship deadline?**

No, but if you get accepted and don't have funding for this year, you may want to ask for deferral from the University for one year, and apply to a JJWBGSP scholarship if its offered again next year.

**Is there a minimum or maximum age limit?**

No.

**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.

**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. For example, if the JJWBGSP scholarship funds 1-2 years of a 5-year PhD program, the scholar is not expected to seek work in international development until after completing the PhD program.

**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.

**Am I eligible to apply if I have already received funding from the Government of Japan in pursuit of a graduate degree?**

Yes.

**How can I tell if I meet the eligibility requirements?**

It is up to the applicant to assess whether or not he/she is eligible. The eligibility requirements are clearly listed in the application guidelines and these FAQs. The JJ/WBGSP Secretariat will not respond to any inquiry that presents an applicants' circumstances (including the type of admissions letter from the university) and requests assistance in assessing the applicant's eligibility. It is up to an applicant to apply the eligibility criteria to their particular circumstances.

There is no exception made to the eligibility requirements.

**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.

**Does work on a master's program considered as formal employment, particularly if it was a master's 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.

**Can a paid internship that is development-related be counted toward meeting the eligibility criteria for development-related experience?**

Yes.

**Can an unpaid internship count toward meeting the eligibility criteria for development-related experience?**

No.

**Can unpaid volunteer work that is development-related count toward meeting 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.

**What should I do if the type of my “development- related” work does not match the topics in the dropdown menu in the application form, or if I am not sure if my work constitutes “development-related”?**

If none of the options of topics in the application form match your professional experience, but you think it may be development-related, then you must define your development-related topic in the last option: “other please specify.” In the review process (and not before), will the JJWBGSP determined if that topic is development-related.

**I applied for a JJWBGSP Scholarship in the past, but was not selected. Can I apply this year?**

Yes, your application will be reviewed if you meet the eligibility criteria

## **APPLICATION PROCESS**

**Can I apply using my mobile phone?**

The online application is not configured to be used by a mobile phone. You should use a desktop / laptop computer.

**The link to the application is not working. What should I do?**

The online application can be accessed through one of the following browsers:

- Internet Explorer 8.0 and above
- Safari 4.0 and above
- Firefox 3.6 and above
- Chrome (the current stable version)

You can copy and past the link into a tab of the browser.

**Can I apply for a JJWBGSP scholarship if I am neither currently enrolled in a development-related graduate degree program nor have received an unconditional (except for financing) admission letter to a development-related graduate degree program?**

No. At the time you submit a scholarship application, you must have proof of being currently enrolled or unconditional (except for financing) admitted to a development-related graduate degree program.

**If I am accepted into several graduate programs, can I make several applications for the JJ/WB scholarship?**

No. You must choose the one university graduate program for which you seek JJWBGSP funding.

Individuals who submit more than one application will be disqualified.

**Can I submit the online application form before receiving the recommendation letters?**

Yes.

**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 JJWBGSP likely by early July 2018, and certainly by July 31, 2018. The JJWBGSP Secretariat will post an announcement on [www.worldbank.org/scholarships](http://www.worldbank.org/scholarships) 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.

**RECOMMENDATIONS**

**After I submit the Recommendation Request Form, can I change my recommender?**

If the Recommender has submitted his/her recommendation, you cannot replace that recommender with another person.

If the recommender has not yet submitted his/her recommendation, you can delete your request for that recommender in your Recommendation Request Form, and then return to the Recommendation Request Form and insert the contact information of the replacement. "Navigating Your Online Application" provides "how to" details.

**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 who 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.

**Can I draft the recommendation for my recommender, in part or in its entirety?**

No. The recommendation must be drafted and submitted by the recommender.

**May I give a personal email address for my recommenders?**

Yes. You may submit the recommender's Gmail, yahoo or other personal email address. This email address you provide must be accessible only by your recommender.

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.

**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.

### **QUESTIONS SPECIFIC TO THE APPLICATION FORM**

**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 “\*”

**Can I change any information on my application form (including my email address) after I have submitted it?**

No.

**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.

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

**What type of document can I use as proof of employment if I am self-employed or a founder of an organization?**

If you are self-employed or the founder of an organization in which you work, you must upload the government issued document that indicates when the organization (business or non-for-profit) was registered with the government. If the organization is not registered, it is not considered formal employment, and your work in that organization should be listed in the VOLUNTEER page of the application form.

**How do I complete the “Current Employment” section of the Application Form if I have more than one current employer?**

In the CURRENT EMPLOYMENT Section, enter the employer with which you are working the most. In the EMPLOYMENT HISTORY section, enter the other current employer(s) and indicate that the end-date is Scholarship Application deadline date. And in the last question in the STATEMENT OF PURPOSE, note that you have more than one current employer.

**Which format do I need to use in answering the question: “At the current US exchange rate...”**

Enter the amount of funds in the following format: \$x  
For example, if your response is one-thousand dollars, enter: \$1000

## **QUESTIONS ABOUT UPLOADING DOCUMENTS INTO 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. An academic transcript cannot be uploaded in place of a diploma/certificate. A scanned copy of the diploma/certificate you received at the time of graduation is sufficient. You do not have to ask the university for a newly certified copy of the diploma you received.

**Should I upload additional documentation of academic performance, such as my transcript or Grade Point Average (GPA)?**

No.

**Are there any restrictions on the format or number of pages for my CV?**

No.

**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.

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

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

**TROUBLE SHOOTING AND COMMUNICATIONS WITH JJWBGSP SECRETARIAT**

**Can I ask JJWBGSP Secretariat a question about my application?**

Please read carefully all documentation provided, including these FAQs, as the JJWBGSO Secretariat will NOT answer any inquiries addressed to [Scholarshipapplicants@worldbank.org](mailto:Scholarshipapplicants@worldbank.org) unless the response cannot be found within the information already provided. See the Application Guidelines for further guidance.

**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 this email. If after that timespan of 4 hours, the lack of an email from Donotreply\_scholarships@worldbank.org <applications@wizehive.com> means that either (i) you did not submit your application; or (ii) you entered a different email when you first registered for the online application; or (iii) the email was automatically moved from your email's Inbox to its Junk folder. If the email was automatically moved to the Junk folder, make sure that you add **Donotreply\_scholarships@worldbank.org <applications@wizehive.com>** 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](mailto:scholarshipapplicants@worldbank.org). Remember we cannot guarantee a response to any inquiries within 3 business days before the application deadline.

The email an applicant uses to create an application is the same email address the JJWBGSP Secretariat uses to inform an applicant if selected for a scholarship. Therefore, it is imperative that an applicant is able to read emails sent from [Donotreply\\_scholarships@worldbank.org](mailto:Donotreply_scholarships@worldbank.org) <[applications@wizehive.com](mailto:applications@wizehive.com)>. If email(s) from [Donotreply\\_scholarships@worldbank.org](mailto:Donotreply_scholarships@worldbank.org) [applications@wizehive.com](mailto:applications@wizehive.com) are being automatically filed into your Junk folder, make sure that you add this email address to your trusted contacts list.

**One of my recommenders says she/he has not received the email sent from the JJ/WBGSP with my recommendation request. What should I do?**

First please verify that 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 [recommendations@wizehive.com](mailto:recommendations@wizehive.com)) has not gone to their junk mail and this email address is on their safe sender lists.

Third, if she/he still cannot find the email, please try to send 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](mailto:scholarshipapplicants@worldbank.org) explaining the issue. Be sure to include your full name and the name and email of your recommender.

**One of my recommenders is getting the message: “You no longer need to upload the form for this applicant” and she/he cannot submit his/her recommendation for me. What can be done?**

**The reason this recommender cannot submit his/her recommendation is because the applicant deleted his/her contact from the Recommendation Request Form.**