

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

APPLICATION GUIDELINES FOR 2018 JJ/WBGSP SCHOLARSHIP

FOR JAPANESE NATIONAL APPLICANTS*

***Attention!** *These Guidelines are valid only for JJWBGSP scholarship applicants who are Japanese nationals.*

I. OVERVIEW

The JJ/WBGSP provides scholarships for no more than a two-year duration to a limited number of Japanese mid-career professionals who are dedicated to the alleviation of poverty and enhanced shared prosperity in developing countries, and who have been admitted to or are currently enrolled in a master's or PhD graduate degree program outside of Japan and in development-related fields. Please note applicants seeking master degrees are encouraged (but not required) to seek admissions in graduate programs listed in the website under our preferred and partnership programs. 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.

After earning their degree, JJWBGSP-funded Japanese national scholars are expected to advance their professional career with a keen focus on the alleviation of poverty and enhanced shared prosperity in developing countries.

Benefits:

The scholarship is fully funded by the Government of Japan, and provides for each scholarship recipient the following benefits during the scholarship period:

- Economy class air travel from his/her home country to the host university, if the scholar is not yet enrolled in the graduate program. If at the end of the scholarship period the scholar has completed all requirements to earn the graduate degree, the scholarship will also fund economy class air travel from the host university to Japan or a developing country where the scholar has secured employment.
- For the duration of the scholarship period, tuition for his/her graduate program and the cost of basic medical insurance that can be obtained through the university.
- While on campus during the scholarship period, a monthly subsistence allowance to cover living expenses, including books. The amount of the allowance varies depending on the host country.

The JJ/WBGSP scholarship does not cover:

- Family expenses, including costs to bring and support family members;
- Extra-curricular courses or training;
- Language training not provided by the graduate program;
- Additional travel during the course of the scholarship period;

- Expenses related to research, supplementary educational materials, field trips, participation in workshops/seminars, or internships; or
- Educational equipment such as computers.

Note: The JJ/WBGSP scholarship may only supplement, and does not duplicate, any other source of financial support (i.e.. sponsorship, scholarship, fellowship, etc.) you might have. If selected as a finalist, and again if awarded a scholarship, you must inform the JJ/WBGSP if there are other institutions funding you during your studies, the amount of funding, and the uses of the funds. The JJ/WBGSP stipend may be withdrawn completely or partially if during the scholarship period the Program has evidence of undeclared institutions funding you during your studies.

Selection Process: For those applicants who meet all application requirements (see requirements below), the JJWBGSP Secretariat follows the following process and criteria to review completed applications, with the aim of identifying the candidates most likely to make significant contributions to the field of development after completing their graduate studies.

Step 1: Two qualified assessors independently review each eligible application and score the application on a scale of 1 to 10, taking into account three main factors and the degree of cohesion among them:

- (i) Quality of Academic Experience and Recommendations (20% weight)
- (ii) Quality of Professional Experience and Recommendations (40% weight)
- (iii) Quality of the Completed Application Form (40% weight)

Note the relatively lower weight for academic excellence is because the eligibility criteria of admission to a graduate program pre-screens for academic excellence.

The JJ/WBGSP Secretariat uses the average score of the two assessors, the requirement of unconditional (except for financing) to a development-related graduate program outside Japan and listed in the submitted application form, and the following other aspects of JJ/WBGSP's objectives to select the finalists:

- Maintaining a reasonable distribution of awards across gender taking into account the distribution of eligible applications across gender
- Giving scholarships to those applicants who, other things being equal, appear to have limited financial resources

Step 2: The JJWBGSP Secretariat presents the finalists to the JJ/WBGSP Steering Committee (composed of members of the World Bank Board of Directors and WB management) for final review and selection of the winners of the award. The JJWBGSP Secretariat informs the scholarship winners by the end of July.

Step 3: To receive scholarship benefits, winners will be required by JJWBGSP Secretariat to obtain and submit via email: (i) Within 5 business days of notification of winning the scholarships, a scanned copy of the identification page of the winner's Passport or other legal document (birth or marriage certificate) that indicates nationality and date of birth, with the name IDENTICAL to the one submitted on the application form.; and (ii) At least 17 business days before traveling to the university (or in the case the scholar is already studying at least 17 business days before the scholarship period begins), a scanned copy of a certificate from a medical doctor that is less than three months old and states the scholar is in good health. If the finalist is already enrolled in the graduate program, the scholarship will be contingent upon receiving a medical certificate of good health that is dated not more than three months prior to the offer of the scholarship.

II. APPLICATION PROCESS

To have an application reviewed, applicants must fulfill the following two requirements:

1. Meet the following eligibility criteria:

- Be a Japanese national
- 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.
- On or after the date the JJWBGSP scholarship application process opens, not be employed by the Government of Japan or its related agencies, including JICA, local governments and the Central Bank.
- Have at least 3 years of paid development-related employment acquired since earning a Bachelor's degree (or equivalent university degree) and acquired within the past six years from the date of the Application Deadline. (See FAQs on how to count qualified part time employment counted toward this 3-year requirement).
- Be either currently enrolled in or by April 12, 2018 have been unconditionally accepted (except for the condition of funding) into a master's or PhD program outside of Japan in an area of study related to development listed in Annex 1. *(Please note that if awarded a scholarship, JJWBGSP funding will not start before September 2018).*

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 12, 2018.**

An application is considered complete if it includes:

- (i) Three commendation letters sent directly by each recommender through the online application, following the guidance below: two people who have direct knowledge of the applicant's professional work experience; and one from a person who has direct knowledge of the applicant's academic experience.
- (ii) 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 English. **Once you have successfully submitted the Application Form you will no longer be able to access it.**

Among other required information, completing the Application Form includes uploading scanned copies of:

- a. the diploma of the applicant's most advanced university degree. (Do not include a transcript, or use a transcript as a substitute for the diploma.)
- b. 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).
- c. CV written in English. 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.

d. Either:

- From a University located outside of Japan an official letter or other official document stating that you are a current student and enrolled for the 2018/19 academic year in a master’s or PhD program in an area of study related to development listed in Annex 1 of these Guidelines;
- or
- From a University located outside of Japan an unconditional (except for financing) Letter of Admission into a master’s or PhD program starting in the 2018/19 academic year in an area of study related to development listed in Annex 1 of these Guidelines. (See Annex 2 for greater clarity with regard to what is meant by “unconditional”.)

If the first two documents (a) and (b) above are not in English they must be translated into English. 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.

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*
- *Applications or recommendations sent by fax, email or postal mail are not accepted.*
- *Individuals who submit more than one application will be disqualified.*
- *If an applicant is accepted unconditionally (except for financing) to more than one graduate program, the applicant must decide by the Scholarship Application Deadline date which graduate program master degree for which she/he seeks JJWBGSP funding.*

Guidance on Recommendations Process:

The JJWBGSP 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.

The applicant can have only two professional recommendations – one is not sufficient and three or more is not permitted. It is strongly recommended, but not required, 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 status as a student do not qualify as a professional recommendation.**

To fulfill the required three recommendations, **complete and submit the Recommendation Request Form in the online application.** Refer to the documents

“Accessing your online application” and “Navigating your 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 type of recommendation (academic or professional), for each of the three recommenders. Indication of a phone number for each 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.

Important Notes Regarding Recommendations:

- *The JJWBGSP Secretariat recommends applicants submit the Recommendation Request Form as soon as possible to give sufficient time for the recommenders to meet the Application Deadline. Applicants can submit the Recommendation Request Form before submitting the Application Form. The JJWBGSP Secretariat also suggests applicants to first confirm with each recommender that she/he is willing to provide a recommendation before the applicant submits a recommender’s contact information in Recommendation Request Form.*
- **The JJWBGSP Secretariat strongly encourages the applicant to inform each recommender as to which type of recommendation he or she is making (academic or professional recommendation).** We make this suggestion because during the recommendation process each recommender will have to self-select which type of recommender her/she is. If a recommender makes the wrong selection (which would lead him/her to complete the wrong Recommendation Form) the application will be ineligible.

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.

*Please note: the system-generated email is usually sent to the recommender within 5 minutes of the applicant submitting the recommender’s contact information through the online application. If the recommender does not receive the email, please ask him/her to check his/her junk mail folders for the email from **Donotreply_scholarships@worldbank.org <recommendations@wizehive.com>**.*

Attention: If the three 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 JJ/WBGSP Secretariat:

The applicant will be notified four times by email during a successful application process:

- i) From **Donotreply_scholarships@worldbank.org <recommendations@wizehive.com>** confirming the first of your three required recommenders submitted his/her recommendation

- ii) From **Donotreply_scholarships@worldbank.org <recommendations@wizehive.com>** confirming the second of your three required recommenders submitted his/her recommendation
- iii) From **Donotreply_scholarships@worldbank.org <recommendations@wizehive.com>** confirming the third of your three required recommenders submitted his/her recommendation

If you have not received all three of these emails from recommendations@wizehive.com, please follow up directly with your recommender(s). If we do not receive the three required recommendations by the Application Deadline, your application will be considered incomplete and will not be reviewed.

- iv) From **Donotreply_scholarships@worldbank.org <applications@wizehive.com >** confirming 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.

When you receive all four emails, your application is complete.

III. 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 our response to your question is not in this documentation, 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, 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 in less than 3 business days before the Application Deadline. Because the application process is lengthy, the JJ/WBGSP Secretariat recommends that applications are submitted at least one-week ahead of the deadline to avoid any last-minute issues.
- Do not contact the World Bank Tokyo office. The World Bank Tokyo office will not respond to phone calls or any other inquiries regarding the application process.

III. ADDITIONAL REQUIREMENTS FOR THE SCHOLARSHIP

After you submit your completed application, it will go through a multi-step selection process, described on 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 other 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 17 business days before traveling to the university to commence the master program, the finalist will be requested to submit a scanned copy of a certificate less than three months old from the start date of the academic semester funded by JJWBGSP from a medical doctor stating the scholar is in good health.

Please note: Failure to produce these two documents on time will result in disqualification.

Annex 1: Suggested List of Development-related topics

Equitable Growth, Finance and Institutions:

- Finance and Markets
- Governance
- Macroeconomics and Fiscal Management
- Poverty and Equity
- Trade and Competitiveness

Human Development

- Education
- Health, Nutrition, Population
- Social Protection and Labor

Sustainable Development

- Agriculture
- Energy and Extractives
- Environment and Natural Resources
- Sound Urban and Rural Resilience
- Transport and Information and Communication Technologies (ICT)
- Water

Cross Cutting Development Issues

- Climate Change
- Gender
- Jobs (strategies, policies and regulatory reforms to address issues of informal sector employment and impediments to job creation)
- Fragility, Conflict and Violence
- Public-Private Partnerships (capacity building and/or policy advice for regulatory and institutional reforms that enhance the reach and quality of public services)

Annex 2: 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. Emails to JJWBGSP Secretariat that describe or attached my Letter of Acceptance and asks the Secretariat to determine if its unconditional or not, will not be answered by the Secretariat.

Overall, the Secretariat's guidance to JJWBGSP applicants is to provide all required / requested information to the JJWBGSP Preferred Masters Program in order to secure an unconditional Letter of Acceptance before the JJWBGSP Scholarship Application deadline.

Here are a few clarifying remarks:

A. GUIDANCE FOR IDENTIFYING LETTERS OF ADMISSION TO JJWBGSP PREFERRED PROGRAMS THAT ARE UNCONDITIONAL

Every graduate 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 finalists, 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 an admissible for a JJWBGSP Scholarship application

- A Letter of Admission that states explicitly 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