

## Navigating the Online Application

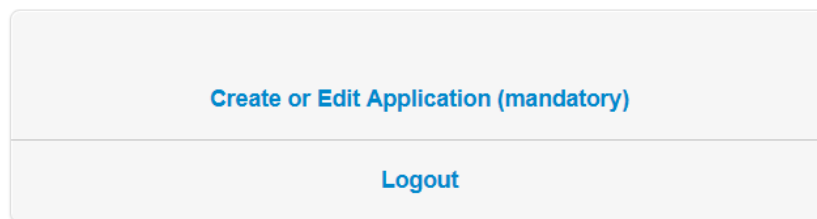
### I. Logging on to the Online Application

To log on to the online application follow the instructions in 'Accessing the Online Application'

### II. Main Menu

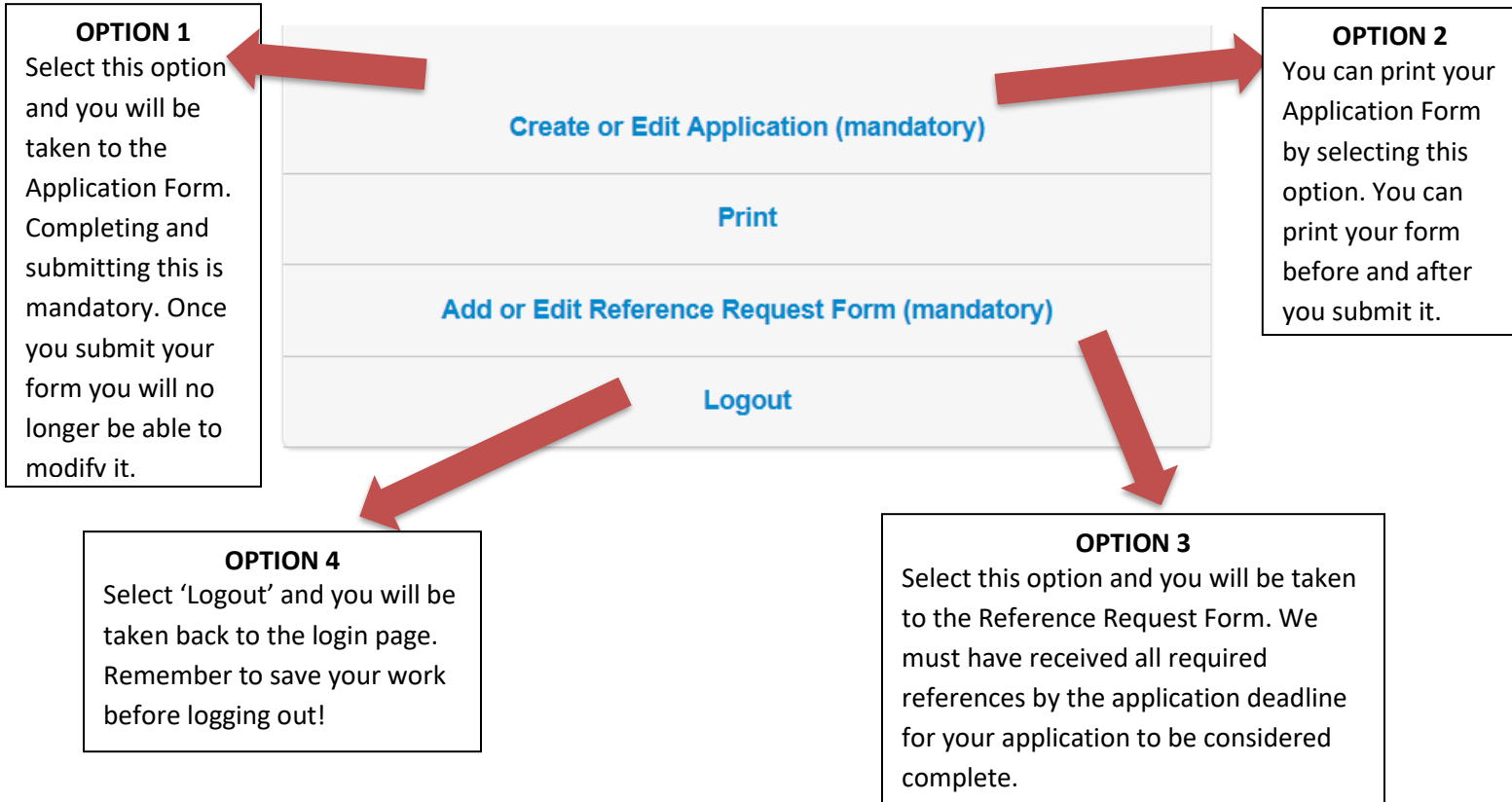
#### *On first logging in – the initial menu*

1. The first time you log-in you will be taken to an initial main menu, which will only have 2 options: 'Create or Edit Application (mandatory)' or 'Logout' (see screenshot below).



2. Click on 'Create or Edit Application (mandatory)', enter your name and then click 'Return to Menu' to see the full four menu options.
3. Once you have done this, you will be taken to the full main menu, which has 4 different options, you could select.
4. Each subsequent time you log-in, you will be automatically taken to the full main menu
5. Once you have clicked on 'Create or Edit Application (mandatory)' and then clicked 'Return to Menu', you will be taken to the full main menu. The full menu has 4 different options you could select. See descriptions of each option in the text boxes below:

## The Full Main Menu



6. The first step we advise you to take is to send your reference requests through the Reference Request Form.
7. Remember that an application is only complete once BOTH the Application Form has been submitted by you and the professional recommendations have been submitted by your two recommenders.

### III. Navigating the Recommendation Request Form

We recommend filling out the Recommendation Request Form as soon as possible in order to give your recommenders ample time to submit their recommendations before the application deadline. You need to know the email address for each of your two recommenders. There are two ways to complete this Form for each of your recommenders:

- i) First confirm that the person is willing to provide a recommendation for you, and then complete and submit the Form.

- ii) Draft and save the Recommendation Request Form, confirm that the person is willing to provide a recommendation to you, and then submit the Form.

To get started, from the Main Menu, click on 'Add or Edit Recommendation Request Form (mandatory)'. You will be directed to the Recommendation Request Form (see screenshot below):

[Return to Menu](#)

### CONTACT INFORMATION FOR YOUR TWO REQUIRED PROFESSIONALS

Only two names of recommendations can be submitted. It is strongly recommended that at least one of the two required professional recommendations be from a current or former supervisor. We also suggest you first get the agreement from your recommender that they are willing to provide a recommendation before you submit their contact information below. It is your sole responsibility to make sure the email contact information you give is accurate.

Unless there is an unusual circumstance, we require that the two emails that you provide below are from the professional institution of the person providing a recommendation. For example, use of gmail, yahoo, and other similar email addresses are highly discouraged. If this type of email is used, JJ/WBGSP may attempt to verify the professional association of your recommender as part of our review process.

Please refer to 'Navigating your Online Application' on the JJ/WBGSP website for the details on how to complete this Recommendation Request Form. Note that for your recommender to be able to provide a recommendation you must tick the "Send the recommendation request" and then press either save button below.

Name: \*

Email: \*

Relationship: \*

Phone number (if known):

Send the recommendation request when I press either button below

Save & Exit

Save & Add Another

### A. The following instructions are for applicants who are ready to submit a recommendation request:

- Enter the name and email of your first professional recommender. The email of your referee should be entered by itself, and without any other characters such as inverted commas, commas, semicolons etc. Do not enter more than one email, or any additional words, or the email address may not be recognized.
- The box 'Send the recommendation request when I press Save (below)' should be ticked (see illustration below).

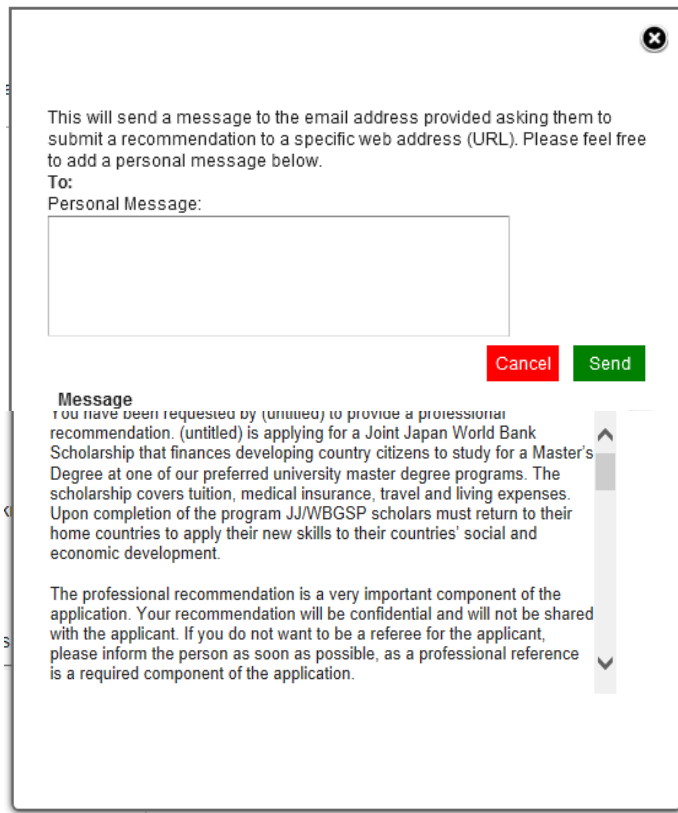
Send the recommendation request when I press Save (below)

➤ Now you have three options:

Option 1. If you are now ready to enter your second recommendation request click 'Save & Add Another'.

Option 2. If you are not ready to enter your second recommendation, click 'Save & Exit'.

For both option (1) and (2), a box will pop up (see screenshot below). This will show you the email that we will send to your first recommender and will give you the option to add a personal message to our email. If you are ready to have us send the email to your first recommender, Click 'Send' . Your recommender will be sent our email. Then for option (1) you will be redirected back to the "Recommendation Request Form" page and you can begin the same process for submitting second recommender's name and email; or for option (2) you will be redirected back to the Main Menu.



This will send a message to the email address provided asking them to submit a recommendation to a specific web address (URL). Please feel free to add a personal message below.

To:

Personal Message:

**Message**  
You have been requested by (untitled) to provide a professional recommendation. (untitled) is applying for a Joint Japan World Bank Scholarship that finances developing country citizens to study for a Master's Degree at one of our preferred university master degree programs. The scholarship covers tuition, medical insurance, travel and living expenses. Upon completion of the program JJ/WBGSP scholars must return to their home countries to apply their new skills to their countries' social and economic development.

The professional recommendation is a very important component of the application. Your recommendation will be confidential and will not be shared with the applicant. If you do not want to be a referee for the applicant, please inform the person as soon as possible, as a professional reference is a required component of the application.

Option 3. If in the unlikely event you changed your mind and are not ready for us to send the email to your first recommender, click 'Cancel' to exit (see screenshot below) and you will be redirected back to the "Recommendation Request Form" page.

**To remind your recommender to send his/her recommendation:** Go to the Recommendation Request Form and click on 'Resend Request' on the Status Bar (see image below).

Status: This person has been contacted. [Resend Request](#)

**To change a recommender:** You can replace a recommender who has already received the email with a new person only if the original recommender has not yet submitted his/her recommendation. Note that once the replacement is made by you, the original recommender will not be able to submit his/her recommendation. To change a recommender, change the name and/or email in the appropriate boxes and click on 'Save Changes'. Then click on 'Resend Request' (see illustration below)

Status: This person has been contacted. [Resend Request](#)

To make changes edit the fields above and press save changes.

Save Changes

Delete

**Attention:** Once a recommendation is submitted by the recommender, you cannot cancel it or replace it with another recommendation.

**B. The following instructions are for applicants who want to first save on the Recommendation Request Form the name and email of a recommender and then at a later date submit the request for their recommendation.**

**To save a recommendation request on the form, but not yet notify the recommender:**

- Enter the name and email of your recommender
- Un-tick the box which says 'Send the recommendation request when I press Save (below)' so that it appears as:

Send the recommendation request when I press Save (below)

- Now you have two options: (1) To save the name and email of the recommender you just entered and be ready to enter the information for your second recommendation request, click 'Save & Add Another'; or (2) if you want only to save the name and email of the recommender you just entered, click 'Save & Exit' and you will be redirected to the Main Menu. Either way, as long as the tick box above is not checked, the name and email you just entered will be saved, but your recommender will not be sent the email.

- **To send the email to your recommender whose contact information you have saved on the Recommendation Form**

When you return to the Recommendation Request Form the status bar of your recommendation request will look like below:

**Status:** Not contacted. [Send Request](#)

- Click 'Send Request' on the status bar of the Recommendation Form.
- Then a box will pop up (see screenshot below). This will show you the email that will be sent to your recommender and will give you the option to enter a personal message. If you are ready to send the email to your recommender, Click 'Send' and you will be redirected back to the Main Menu. If instead you change your mind and are not ready to send the email to your recommender, click 'Cancel' to exit and you will be redirected back to the "Recommendation Request Form" page.

This will send a message to the email address provided asking them to submit a recommendation to a specific web address (URL). Please feel free to add a personal message below.

To:  
Personal Message:

**Message**  
You have been requested by (untitled) to provide a professional recommendation. (untitled) is applying for a Joint Japan World Bank Scholarship that finances developing country citizens to study for a Master's Degree at one of our preferred university master degree programs. The scholarship covers tuition, medical insurance, travel and living expenses. Upon completion of the program JJ/WBGSP scholars must return to their home countries to apply their new skills to their countries' social and economic development.

The professional recommendation is a very important component of the application. Your recommendation will be confidential and will not be shared with the applicant. If you do not want to be a referee for the applicant, please inform the person as soon as possible, as a professional reference is a required component of the application.

#### **IV. Navigating the Application Form**

On the Main Menu click on 'Create or Edit Application (mandatory)'.

You will be taken to the first page of the nine page Application Form.

You will need to complete all nine sections (those marked with a red or black star “ \* “ are mandatory) and click ‘submit’ before your Application Form is submitted.

The nine sections of the Application form include:

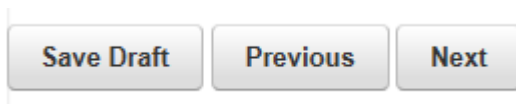
1. Personal Data
2. Education
3. Preferred University Masters Program
4. Employment
5. Volunteer/Community involvement
6. Statement of Purpose
7. Required Documents
8. Signature Page
9. Review

To navigate between these sections click on the ‘Previous’ or ‘Next’ page buttons at the bottom of the page (see illustration below), or click on the name of the section you want to move to in blue at the top of each page.

### **To save your Application Form**

To save your entire Application Form click on ‘Save Draft’ found at the bottom of any one of the Application Form pages (see illustration below). Your application form will automatically save every ten minutes. But, you will still want to make sure to save your work periodically by pressing ‘Save Draft’ to ensure your work has been saved. This is particularly true if you are working at an internet café or other location where connectivity is difficult.

Also, most people will not have all the information necessary to complete the application on the first visit and will want to save their draft, exit, and return to continue working on the application at another time.



To print your Application Form

You can print your application form BEFORE you submit the form, but you cannot print your application AFTER you submit the form.

**There are  symbols in various parts of the form.**

If you move your mouse over the symbol a clarifying note appears.

### Accuracy of dates requested

When filling in your date of your signature, the exact month, day and year are required. However, for all other dates requested we request you be accurate only regarding the month and year. The day can be approximated.

### Uploading your supporting documents

As detailed in the Application Guidelines, applicants are required to upload documents on the 'Required Documents' page of the Application Form.

Documents must be uploaded in one of the following formats: pdf, doc, docx, xlx, xlsx, jpg, png.

Zip, tif and htm files are NOT acceptable formats.

Please make sure your documents are in the acceptable format before uploading them.

In the case you have more than one employer, please scan all of your proofs of employment together in into one file and upload that file on the respective field. Do the same for #2a if you are required to upload translations.

### Signing your Application Form

After reading and agreeing to the conditions listed on the Signature Page, you must sign the form by typing your name in the "signature" field and enter the date. Please print your name as it appears in the PERSONAL DATA section of the application form in the following order:

(i) first (given) name

(ii) family name (*otherwise known as surname*)

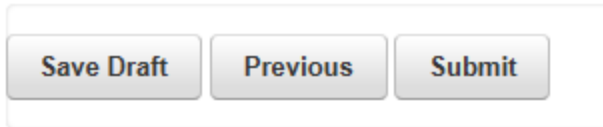
### Submitting your Application Form

Once you have filled out the 8 pages of your Application Form you will be taken to page 9: the 'review' page. Before you submit your form make sure that you have:

1. Completed all the 'required' questions (indicated with a red star \*);
2. Uploaded all the required documents
3. Reviewed and Saved your Application Form

To submit, first save a draft of your Application at the bottom of the review page, and then click on the submit button at the bottom of the review page (see illustration below):

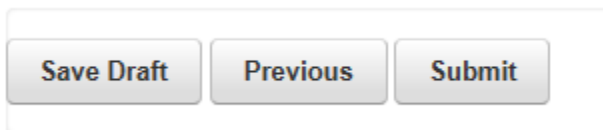




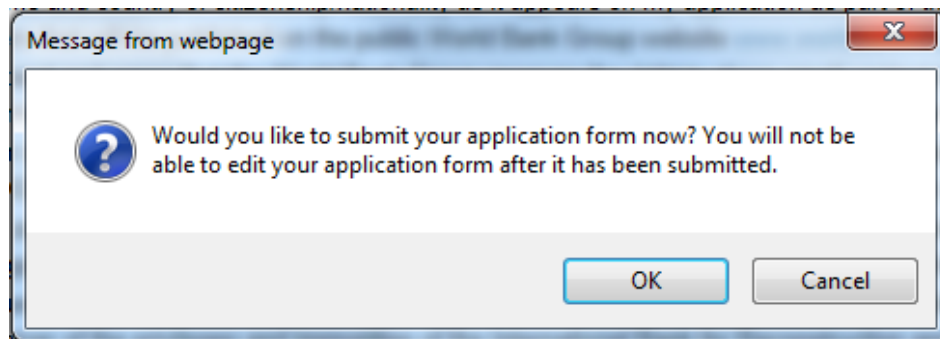
- If you have not completed all the required fields you will not be able to submit the form. Instead you will be taken directly to the required question that you must fill in on the review page. For example, if you did not enter a valid date you will see the following message below the relevant question:

**Please enter a valid date.**

Once you have corrected these entries you should 'Save Draft' and then hit the 'submit' button once again:



- If you have entered all of the required fields you will see the box below.



This is your last chance to edit your application form. If you still want to make changes, Click 'Cancel'. If you are ready to submit your application form, click 'OK' and your Application Form will be submitted.

Once you submit your Application Form you will be automatically redirected back to the Main Menu, which will display the message below.



Your application form has been submitted. You will receive an email confirmation shortly with a reminder of the other elements required for a completed application.

[Print](#)

[Add or Edit Recommendation Request Form \(mandatory\)](#)

[Logout](#)

**\*REMEMBER that submitting your Application Form DOES NOT MEAN that your application is complete. An application is only completed once JJ/WBGSP has received both your Application Form AND two professional recommendations. To send your recommendation requests go to the “Main Menu” and click on ‘The Recommendation Request Form.’**

In addition to the notice on the Main Menu (see figure above), you will also receive an email containing the same message from the email address:

[Donotreply\\_scholarships@worldbank.org](mailto:Donotreply_scholarships@worldbank.org) < [applications@wizehive.com](mailto:applications@wizehive.com) > - **Please, do not respond to this email.**