



College Women's Association of Japan

COLLEGE WOMEN'S ASSOCIATION OF JAPAN

Graduate Scholarship for Japanese Women to Study Abroad 2022

**50th Anniversary
(1972-2022)**

APPLICATION FORMS AND INSTRUCTIONS

Use **only** the attached forms when applying to the College Women's Association of Japan (CWAJ) Graduate Scholarship for Japanese Women to Study Abroad. Carefully check the eligibility requirements listed below.

Please note:

- * **No applicants will be accepted when applying from abroad.**
- * **No documents will be returned.**
- * **Additional material NOT requested will be disregarded.**
- * **An Application Number is required to submit an application.**

CWAJ Graduate Scholarship for Japanese Women to Study Abroad (SA Program): Two Scholarships of ¥3.0 million each

I. ELIGIBILITY REQUIREMENTS

1. Applicants must be women who are Japanese nationals or special permanent residents, living in Japan from the time of application until the end of April 2022. Applicants currently studying or living abroad are ineligible.
2. Applicants must have graduated with a degree from a Japanese university (four-year course) by **July 31, 2022**.
3. **TOEFL or IELTS Score**
Applicants must submit a TOEFL or IELTS score from a test taken after **October 1, 2019**.

TOEFL

- Applicants pursuing a graduate degree in the natural sciences, math, medicine or engineering must have an overall score of at least **570 (IBT 88)**.
- Applicants pursuing a degree in any other field must have an overall score of at least **600 (IBT 98)**.

IELTS

- Applicants pursuing a graduate degree in the natural sciences, math, medicine or engineering must have an overall score of at least **6.5**.
- Applicants pursuing a degree in any other field must have an overall score of at least **7.0**.

TOEFL or IELTS scores submitted separate from or after the application will not be accepted.

4. Applicants must be accepted by April 15, 2022, into a graduate degree program that is taught in English at an accredited university or research institution abroad. The applicant must be present and enrolled at the accredited university or research institution abroad for the 2022-2023 academic year. Online study from Japan will not be accepted.

The following are ineligible:

1. Applicants who have studied abroad at university-level for a total of more than two (2) academic years.
2. Applicants who have a degree from an overseas university or institution.
3. Holders of scholarships greater than ¥2.0 million per year from any other scholarship program for the duration of the CWAJ scholarship. Financial aid and awards from the university where the applicant will study may not be subject to this limitation.
4. Former recipients of CWAJ awards and members of CWAJ.

II. INTERVIEWS AND SELECTION

Interviews of the finalists will be held in Tokyo. The timetable is listed below. You will be notified at least two weeks in advance if you have been selected for an interview. The interview will be conducted in English. Applicants will be notified of the results in writing. CWAJ's methods, rankings and judgments are proprietary and totally confidential. CWAJ does not enter into any discussion of its decisions.

III. SA PROGRAM SCHOLARSHIP TIMETABLE

Friday, October 1, 2021	Form A – Registration for Application Number on website
Wednesday, October 13 through Wednesday, October 20, 2021	Period of acceptance: Applications must be submitted online on or between these dates only, or the application will not be considered. Note: Do not make bank transfer of the application fee before October 1, 2021
February 2022	Interviews – usually held on weekend
March 2022	Notification of recipients

IV. INSTRUCTIONS FOR COMPLETING CWAJ SCHOLARSHIP APPLICATION FORMS

Complete Form A to obtain an Application Number (from October 1)

1. Fill in Personal Information to generate Application Number.
2. Address for Future Reference should be an address where you expect to be able to receive postal mail for the next several years – for example, the address of parents or close relatives. A personal email address is required (not a school address).

Form 1 – Application for Scholarship

1. **Personal Information.** Fill in all items.
2. **TOEFL or IELTS Score.** Indicate highest score received on any tests taken after October 1, 2019.
3. **Educational Qualifications.** List your most recently attended university first, then all others in reverse order.
4. **Previous Study Abroad/International Experience.** Include all international assignments, study, conferences or other experiences. Do not include brief vacations.
5. **Proposed Study Program.** Fill in all information that applies, include all programs you are applying to.
6. **Work/Volunteer/Other Experience.** List/explain significant extracurricular activities as well as work and volunteer experience. Please account for any period longer than three months when you were not working or in school.
7. **Significant Publications, Presentations, Honors and Awards.** Include both academic and non-academic awards and honors. Information on published work should include name and date of publication and publisher. Indicate whether presentations were refereed or non-refereed.
DO NOT send the actual publications, abstracts, or title pages.

8. **References.** List names, titles, and institutions of individuals to whom you will give Form 3, Letter of Reference.
9. **Financial Information.** List all kinds of financial aid you have received during your university education, including current and promised aid. Indicate the beginning and ending dates of the periods during which you received each form of financial aid. In the second space, list additional scholarships for which you have applied.

Form 2 – Essay

Complete the essay **in English** using Form 2. **It must not exceed 800 words** (no photos or graphics). e-sign (or write) your full name and the date at the end of the essay, above the line.

Form 3 – Two Letters of Reference

Send Form 3 to two different professors and/or employers or other persons who know you well in a recent academic or professional capacity. Remind them that references must be in English or have an English translation attached. The referee must include your Application Number and name at the top of the page and his/her full name and date at the end of the page.

It is your responsibility to verify that the references are submitted by the referees online within the acceptance period at the address specified on our website, and that the references are clearly marked with your name and Application Number. Any reference received after the acceptance period will be disregarded and your application will not be processed.

The person completing the reference must not be a relative or personal friend.

V. COMPLETING YOUR APPLICATION

Follow the instructions on the checklist below **exactly**.

Any application that fails to comply with these requirements and deadlines will be disqualified.

APPLICATION CHECKLIST

- **You must first apply for an Application Number (Form A) before you can submit your application (Form A available from October 1, 2021).**
 - **Your application must include ALL of the following documents (a to d).**
 - Any document that is not in English **MUST** be accompanied by **an English translation**.
 - No documents will be returned.
 - We suggest that you check each box at the left when you attach the documents to ensure that you have not omitted any documents.
- ☐ a)
- i) **Form 1**, Completed CWAJ Application.
 - ii) **Form 2**, Essay in English, with full name and date.
 - iii) **Scans or photocopies of Certified Transcripts in English**, including transcripts of any transferred credits, from **every undergraduate and graduate university** you have attended (past or present), along with an explanation of the marking system. This explanation is **crucial** for the Selection Committee to properly understand each transcript. If your university has an official document explaining its system, please include it. If not, ask the university to provide a brief explanation or do your best to explain it yourself. **DO NOT** send copies of diplomas or certificates of any kind. You may be required to send the original transcript(s) by mail if you are shortlisted for an interview.

- ☐ b) **One** photocopy of your **TOEFL or IELTS score**.
- ☐ c) If applicable, a special permanent resident must send **one** photocopy of her Residence Card (Zairyu Card, 在留カード).
- ☐ d) **Copy of the bank transfer receipt of the ¥2,000 application fee paid to the bank account below: (Do not transfer the fee before October 1, 2021.)**

Bank of Mitsubishi UFJ

三菱 UFJ 銀行

Meguro Branch (#680)

目黒支店 (店番 680)

Savings Account No: 0259076

普通預金口座 : 0259076

Account name: SHA) CWAJ (Ippan Shadan Hojin CWAJ -一般社団法人 CWAJ)

Be sure to put “SA application number” before your name.

Example: SAxx Hanako Yamada

Any bank fee is to be paid by the applicant.

Name in alphabet only.

■ **UPLOAD** your application **between (inclusive)**

Wednesday, October 13 and Wednesday, October 20, 2021

It is your responsibility to verify that the references are submitted online by the referees within the Acceptance Period at the address specified on our website, and that the references are clearly marked with your name and Application Number.

CWAJ does not accept applications from persons living outside of Japan. Therefore, we regret that we will NOT respond to any application filed by a person whose current address is not in Japan.

NO TELEPHONE INQUIRIES WILL BE ACCEPTED.

Please note that CWAJ communicates by email only.

All inquiries should be sent to our email address: scholarshipinquiry@cwaj.org

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COLLEGE WOMEN'S ASSOCIATION OF JAPAN

APPLICATION FOR STUDY ABROAD SCHOLARSHIP

Please complete this form in English.

1. PERSONAL INFORMATION

Application Number:

Family Name:

First Name(s):

Name in Kanji with Furigana:

Date of Birth (YYYY/MM/DD):

Nationality:

2. TOEFL / IELTS Score: _____ **Date taken:** _____

3. CURRENT EDUCATION AND EDUCATIONAL QUALIFICATIONS

Academic Institution, City, Country	Department/Field of Study	Degree Received/ Current Status	Dates of Attendance (from - to)

4. PREVIOUS STUDY ABROAD OR INTERNATIONAL EXPERIENCE

Junior/Senior high school/University/Other	Country	Dates (from- to)

5. PROPOSED STUDY PROGRAM (include all programs you are applying to)

Name and address of university to which you are applying.	Department and Field of Study	Degree	Accepted (Yes/No)*	Dates (from - to)

*If no, please send verification of acceptance as soon as received.

6. WORK/VOLUNTEER/OTHER EXPERIENCE

Employer/Organization	City and Country	Description (e.g. type of work)	Dates (from - to)

7. SIGNIFICANT PUBLICATIONS, PRESENTATIONS, HONORS and AWARDS

Date	Description

8. REFERENCES (Names, titles, and institutions of individuals whom you have asked to complete Form 3.)

Name of Referee	Title	Institution
1.		
2.		

9. FINANCIAL INFORMATION (University level)

Previous and current fellowships, scholarships or government support. Include dates and amounts.

List any other scholarships for which you are applying. Specify the grantor, duration, amount, and date of notification.

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ESSAY

In reading your application, we want to get to know you as well as we can. Please write an essay that tells us something about who you are and what you hope to achieve. Your essay should include but not be limited to: 1) a description of your proposed study program; 2) an explanation of why your subject is important; and 3) your long term plans. It should be **no longer than 800 words** (no photos or graphics). Please e-sign (or write) your full name and the date of your application at the end of the essay.

Please note: Members of the CWAJ Scholarship Selection Committees have backgrounds in many different fields. It is important that you write your essay as if you were explaining yourself and your work to an educated person who is not an expert in your field.

Word Count _____

I certify that this statement is entirely my own original work and that all information included in this application is accurate to the best of my knowledge.

Full Name (required)

Date

3

COLLEGE WOMEN'S ASSOCIATION OF JAPAN CONFIDENTIAL LETTER OF REFERENCE

Name of Applicant _____

Application Number: _____

Thank you for helping the College Women's Association of Japan to evaluate the scholarship applicant named above. Please complete this form in English or include an English translation.

You may provide additional information besides those stated below.
Please e-sign (or write) your full name and the date at the end of the letter.

Please submit the completed form within the application period (Wednesday, October 13 and Wednesday, October 20, 2021) **on our website** <https://cwaj.org>.

Name of Referee _____

Occupation, Title, Field _____

Firm or Institution _____

Address _____

Tel _____ **email** _____

How well, how long, and under what conditions have you known the applicant?

The CWAJ Selection Committee would like your assessment of each of the following characteristics with respect to this applicant. Using the following numeric ranking system, please place a number in the box beside each of the categories below. In the spaces provided, discuss your ranking of the applicant with respect to each characteristic, using specific examples.

RANKINGS:

- 1 – Exceptional (one of the best I have encountered in my career)
- 2 – Excellent (top 10%)
- 3 – Very Good (well above average)
- 4 – Good (above average)

- 5 -- Average
- 6 – Below Average
- X – No basis for judgment

1. The applicant's intellectual ability and knowledge in her chosen field

RANKING

2. The applicant's future potential in her chosen field

RANKING

3. The merit and validity of the applicant's study program

4. The applicant's ability to plan and execute study objectives

5. The initiative, character and leadership qualities of this applicant

Please use the space below to tell us anything else you think would help us to evaluate this applicant.

Full Name

Date

Thank you for taking the time to fill in this form.

3

COLLEGE WOMEN’S ASSOCIATION OF JAPAN
CONFIDENTIAL LETTER OF REFERENCE

Name of Applicant _____

Application Number: _____

Thank you for helping the College Women’s Association of Japan to evaluate the scholarship applicant named above. Please complete this form in English or include an English translation.

You may provide additional information besides those stated below.
Please e-sign (or write) your full name and the date at the end of the letter.

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RANKINGS:

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|---|---------------------------|
| 1 – Exceptional (one of the best I have encountered in my career) | 5 - Average |
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| 3 – Very Good (well above average) | X – No basis for judgment |
| 4 – Good (above average) | |

1. The applicant’s intellectual ability and knowledge in her chosen field

RANKING

2. The applicant’s future potential in her chosen field

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3. The merit and validity of the applicant's study program

4. The applicant's ability to plan and execute study objectives

5. The initiative, character and leadership qualities of this applicant

Please use the space below to tell us anything else you think would help us to evaluate this applicant.

Full Name**Date**

Thank you for taking the time to fill in this form.

FINAL APPLICATION CHECKLIST

Take a moment and review all the documents required. Be sure to check that you have included everything, especially **a copy of the receipt of the bank transfer.**

- **You have applied for an Application Number.**
- **Your application must include ALL of the following documents (a to d).**
- Any document that is not in English **MUST** be accompanied by **an English translation.**
- No documents will be returned.
- We suggest that you check each box at the left when you attach the documents to ensure that you have not omitted any documents:

- ☐ a)
 - i) **Form 1**, Completed CWAJ Application.
 - ii) **Form 2**, Essay in English, with full name and date at the end of the essay.
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- ☐ c) If applicable, a special permanent resident must send **one** photocopy of her Residence Card (Zairyu Card, 在留カード).
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Savings Account No: 0259076	普通預金口座: 0259076
Account name: SHA) CWAJ (Ippan Shadan Hojin CWAJ - 一般社団法人 CWAJ)	

Be sure to put “SA Application Number” before your name.

Example: SAxx Hanako Yamada

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