

NOTES FOR APPLICANTS

APPLICATION DOCUMENTS

For submitting your application, please do read carefully paragraph 7. Application Procedure of the Application Guidelines Japanese Government (Monbukagakusho:MEXT) Scholarship for 2016 (Research Students). You will have to submit all documents required there, **except numbers ② Placement Preference Form (a prescribed form) and ③ Medical certificate (a prescribed form)**. These documents are not necessary for the first application round.

TIMETABLE

1. Initial applications to be submitted to the Ministry of Education, Science and Technology by **May 22, 2015** at the latest. Applications arriving after this date will not be considered.
2. **Mid of June:** Selected candidates will receive a letter of invitation to an interview (**Beginning of July 2015**) at the Ministry of Education, Science and Technology preceded by a language test (English and/or Japanese). At the interview, candidates will be selected for recommendation to the Monbukagakusho.
3. **December 2015:** Successful applicants will be notified of their acceptance by Monbukagakusho.
4. **February 2015:** Candidates will be given notification of their final acceptance, once their chosen Japanese university has confirmed with Monbukagakusho that a suitable placement is available.

ESTABLISHING CONTACT WITH A JAPANESE UNIVERSITY

1. Applicants have to first find a suitable Japanese university for carrying out their study project by the time of the interview in June. **It is not necessary to have found a Japanese supervisor until the interview.**
2. A list of universities can be obtained at several internet sites:
<http://researchmap.jp/search/?lang=english> (English)
<http://www.mext.go.jp/english/relatedsites/1303436.htm> (English)
http://www.mext.go.jp/a_menu/koutou/ryugaku/kokuhi/tokubetu/1287234.htm (English)
<http://www.jsps.go.jp/j-hakasekatei/saitaku.html> (Japanese)
<http://jglobal.jst.go.jp/> (Japanese)
3. If applicants cannot propose a suitable university by the time of the interview in June he/she will not be considered as a candidate.

Final placement will be decided by Monbukagakusho. No objection by the grantee shall be made regarding the university placement.

DETAILED INFORMATION

For detailed information and application forms visit:

http://www.at.emb-japan.go.jp/kosovo/en/30_culture/010_study/mext_graduate_students.html

SUBMISSION OF APPLICATIONS:

Students should send completed applications to:

Mr. Bujar Gallopeni

Kosova Center for International Cooperation in Higher Education, Science and Technology

Ministry of Education, Science and Technology

Tel: +381(0)38 211 924

E-mail: bujar.gallopeni@ks-gov.net

For inquires please contact:

Ms. Mag. Katharina Wollmann

Japan Information and Cultural Center

Schottenring 8

1010 Vienna, Austria

Tel.: +43-1-533 8586

E-mail: katharina.wollmann@wi.mofa.go.jp

STUDYING IN JAPAN

JAPANESE GOVERNMENT SCHOLARSHIP PROGRAM FOR GRADUATE STUDENTS

The Ministry of Education, Culture, Sports, Science and Technology (Monbukagakusho:MEXT) is offering scholarships to students of graduate level to study at a Japanese university.

TERM

Research students: 2 years from April 2016 to March 2018 **or**
1 and 1/2 years from October 2016 to March 2018

Degree students: until completion of master or doctoral course
Departure for Japan in April or October 2016

The first 6 months will be devoted to studying the Japanese language if needed

FIELDS OF STUDY

Any field that is related to the field of study the applicant has studied at the previous university

Please note that scholars are not allowed to study a subject in Japan which is NOT related to the subject they graduated in at their home university

QUALIFICATIONS

1. *Nationality:* Kosovo
2. *Age:* born on or after 2 April 1981
3. *Academic background:* University (those who will graduate by March or September 2016 may apply)
4. *Study Area:* A field the applicant has studied (or is now studying) or a related one
5. *Japanese Language:* Applicants must be eager to study the Japanese language

SCHOLARSHIP BENEFITS

1. Monthly allowance: approximately 143.000 - 145.000 Japanese Yen/month
(amount might be subject to change)
2. Flight ticket (Kosovo – Japan – Kosovo)
3. School fees

APPLICATION DEADLINE: 22 May, 2015

For further details and application forms contact:

Mr. Bujar Gallopeni, Kosova Center for International Cooperation in Higher Education, Science and Technology, Ministry of Education, Science and Technology

Tel:+ 381 (0)38 211 924, www.masht-gov.net, E-mail: bujar.gallopeni@ks-gov.net

APPLICATION

JAPANESE GOVERNMENT (MONBUKAGAKUSHO:MEXT) SCHOLARSHIP FOR 2016

日本政府（文部科学省）奨学金留学生申請書

Research Students（研究留学生）

INSTRUCTIONS（記入上の注意）

1. Type application, if possible, or write neatly by hand in block letters. (明瞭に記入すること。)
 2. Use Arabic numerals. (数字は算用数字を用いること。)
 3. Write years in the Anno Domini system. (年号はすべて西暦とすること。)
 4. Write proper nouns in full without abbreviation. (固有名詞はすべて正式な名称とし、一切省略しないこと。)
- ※ Personal data entered in this application will only be used for scholarship selection purposes, and contact information such as email addresses will only be used to create academic networks after the student returns home and by the Japanese government to send out information when needed.

(本申請書に記載された個人情報については、本奨学金の選考のために使用するほかは、特に email アドレス等の連絡先については、帰国後における関係者のネットワークを作ること及び必要に応じ日本政府より各種情報を送信する以外には使用しない。)

1-1) Name in full, in your native language (姓名(自国語))

_____, _____, _____
(Family name/Surname) (Given name) (Middle name)

1-2) In Roman capital letters (ローマ字)

_____, _____, _____
(Family name/Surname) (Given name) (Middle name)

※Please write your name exactly as it appears in your passport. (綴りはパスポートの表記と同一にすること)

2-1) Nationality (国籍)

2-2) Possession of Japanese nationality (日本国籍を有する者)

Yes, I have (はい) No, I don't have (いいえ)

3) Sex (性別)

Male (男) Female (女)

4) Marital Status (配偶者の有無)

Single (未婚) Married (既婚)

5) Date of birth and Age as of April 1, 2016 (生年月日及び2016年4月1日現在の年齢)

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Year(年)

Month(月)

Day(日)

Age(年齢)(as of April 1, 2016)(年齢2016年4月1日現在)

6) Present address, telephone / facsimile number, and E-mail address (現住所及び電話番号、ファックス番号、E-mail アドレス)

Present address(現住所)

Telephone/facsimile number(電話番号/FAX 番号)

E-mail address

* If possible, write an E-mail address that can be used continuously before, during and after you stay in Japan. (可能な限り、渡日前～日本留学中～帰国後にわたり使い続けることが予想される E-mail アドレスを記入すること。)

7) Field of specialization studied in the past (Be as detailed and specific as possible.)

(過去に専攻した専門分野(できるだけ具体的に詳細に書くこと。))

Paste your photograph or digital image taken within the past 6 months. Write your name and nationality in block letters on the back of the photo.

(photo size: 4.5cm×3.5cm)
(写真(4.5cm×3.5cm))

8) Academic background (学歴)

	Name and Address of School (学校名及び所在地)	Year and Month of Entrance and Completion (入学及び卒業年月)	Duration of Attendances (修学年数)	Diploma or Degree awarded, Major subject, Skipper years/levels (学位・資格、専攻科目、飛び級の状況)
Primary Education (初等教育) Elementary School (小学校)	Name (学校名) Location (所在地)	From (入学) To (卒業)	years (年) and months (月)	
Secondary Education (中等教育) Middle School (中学)	Name (学校名) Location (所在地)	From (入学) To (卒業)	years (年) and months (月)	
High School (高校)	Name (学校名) Location (所在地)	From (入学) To (卒業)	years (年) and months (月)	
Tertiary Education (高等教育) Undergraduate (大学)	Name (学校名) Location (所在地)	From (入学) To (卒業)	years (年) and months (月)	*-1
Graduate Level (大学院)	Name (学校名) Location (所在地)	From (入学) To (卒業) April 1, 2016	years (年) and months (月)	
Total years of schooling mentioned above (以上を通算した全学校教育修学年数) As of April 1, 2016 (2016年4月1日現在)			_____ Years and _____ months (年) (月)	

- Notes: 1. Exclude kindergarten education and nursery school education. (幼稚園・保育所教育は含まれない。)
2. Preparatory education for university admission is included in secondary education. (いわゆる「大学予備教育」は中等教育に含まれる。)
3. If the applicant has passed the university entrance qualification examinations, indicate this in the column with “*-1.”(「大学入学資格試験」に合格している場合には、その旨*-1 欄に記入すること。)
4. Any school years or levels skipped should be indicated in the fourth column (Diploma or Degree Awarded, Major Subject, Skipped Years/Levels). (Example: Graduated high school in 2 years.) (いわゆる「飛び級」をしている場合には、その旨を該当する教育課程の「学位・資格・専攻科目・飛び級の状況」欄に記入すること。(例)高校3年次を飛び級により短期卒業)
5. If you attended multiple schools at the same level of education due to moving house or readmission to university, then write the schools in the same column and include the number of years of study and current status for each school. (住居の移転や大学の再入学等を理由に、同教育課程で複数の学校に在籍していた場合は、同じ欄に複数の学校の在籍を記載し、すべての修学状況を修学年数に含めること。)
6. Calculate and write the total number of years studied based on duration as a student. (including extended leave such as summer vacation)(修学年数合計は在籍期間を算出し、記入すること。(長期休暇も含める))
7. You may use a separate piece of paper if the above space is insufficient. In such a case, please stipulate that the information is on a separate page. (上記に書ききれない場合は、別紙に記入することも可能。しかしその場合は、別紙に記入する旨を上記学歴欄に明記すること。)

9) The first course you plan to take in Japan (日本における最初の入学希望課程)

Please circle either i), ii), iii) or iv). (希望する最初の入学希望課程を次の4つから選択し、○をすること。)

- i) Research student courses (研究生)
- ii) Master's degree courses (修士課程)
- iii) Doctoral courses (博士課程)
- iv) Professional graduate courses (専門職学位課程)

10) Proposed period of study (渡日時期)

Please circle either i), ii). (希望する渡日時期を次の2つから選択し、○をすること。)

- i) I wish to go to Japan in April. (4月渡日希望)
- ii) I wish to go to Japan in October. (10月渡日希望)

11) Term you wish to study in Japan (日本における最終的な希望留学期間)

Please circle either i), ii), iii) or iv). (次の4つから選択し、○をすること。)

- i) Only a research student term (18 or 24 months) 研究生のみ (2年間又は1年6か月)
- ii) Through to the completion of master's degree program 修士課程修了まで
- iii) Through to the completion of doctoral program 博士課程修了まで
- iv) Through to the completion of the professional graduate program 専門職学位課程修了まで

12) If you are applying for other scholarships, please state the name of the sponsor, scholarship period, scholarship amount, etc.

(もし他の奨学金に応募している場合は、その名前、期間、金額等を記すこと。)

13) Past awarded record (過去の国費奨学金受給歴)

Have you been awarded a Japanese Government (Monbukagakusho) Scholarship in the past? Please check i) or ii) below. If so, please specify the period, the name of the university, etc. (過去に国費外国人留学生に採用されたことがあるか。下記の該当するものにチェックを付けること。あるならば、その期間・受入大学名等を記入のこと。)

i) Yes, I have. (ある)

Period: _____ Type: _____ University: _____

ii) No, I have not. (ない)

13-1) Have you ever written a dissertation? (過去に論文を作成したことがあるか)

(ある) (ない)

14) State the titles or subjects of books and papers (including graduation theses) authored by applicant, if any, with the name, address of publisher and the date of publication. (著書、論文 (卒業論文を含む。))があればその題名、出版社名、出版年月日、出版場所を記入すること。)

* Please attach abstracts of those papers to this application. ((注)論文の概要を添付のこと。)

14-1) Currently have a job? (現職の有無)

Yes, I have (はい) No, I don't have (いいえ)

14-2) If you have a job, please fill in employer's name (もし現職がある場合は勤務先名を記入すること。)

14-3) Employment record: Begin with the most recent employment and exclude part-time work. (職歴: アルバイトは除く。)

Name and location of organization (勤務先及び所在地)	Period of employment (勤務期間)	Position (役職名)	Type of work (職務内容)
	From To		
	From To		

15) Japanese language proficiency: Evaluate your ability and fill in with an X where appropriate in the blanks.

(日本語能力を自己評価のうえ、該当欄に×印を記入すること。)

	Excellent (優)	Good (良)	Fair (可)	Poor (不可)
Reading (読む能力)				
Writing (書く能力)				
Speaking (話す能力)				

※If you have taken the Japanese Language Proficiency Test, specify the level you acquired. []Level

(日本語能力試験の級取得者は取得級を記載)

16) Foreign language proficiency: Evaluate your ability and fill in with an X where appropriate in the blanks.

(外国語能力を自己評価のうえ、該当欄に×印を記入すること。)

	Excellent (優)	Good (良)	Fair (可)	Poor (不可)
English (英語)				
French (仏語)				
German (独語)				
Spanish (西語)				
Others (その他)				

※Specify the test results for any English proficiency examinations you may have taken. TOEFL[]points IELTS[]points PTE Academic[]points

Others() []points (英語能力を示す指標があれば点数を記載)

17) Accompanying Dependents (Provide the following information if you plan to bring any family members to Japan.)

同伴家族欄 (渡りする場合、同伴予定の家族がいる場合に記入すること。)

All expenses incurred by the presence of dependents must be borne by the grantee. He/She is advised to take into consideration the various difficulties and great expense that will be involved in finding living quarters for them. Therefore, those who want to accompany their families are well advised to come alone first and let them come after suitable accommodation has been found.

(注) なお、同伴者に必要な経費はすべて採用者の負担であるが、家族用の宿舎を見つけることは相当困難であり賃貸料も非常に割高になるのであらかじめ承知しておくこと。このため、採用者はまず単身で来日し、適当な宿舎を見つけた後、家族を呼び寄せること。

Name (氏名)	Relationship (続柄)	Age (年齢)

18) Person to be notified in applicant's home country in case of emergency:

(緊急の際の母国の連絡先)

i) Name in full:

(氏名) _____

ii) Address, telephone/facsimile number, and E-mail address

(住所:電話番号、ファックス番号及びE-mail アドレスを記入のこと。)

Present address(現住所)

Telephone/facsimile number(電話番号/FAX 番号)

E-mail address

iii) Occupation:

(職業) _____

iv) Relationship to applicant:

(本人との関係) _____

19) Visits or stays in Japan List from your most recent visits. (日本への渡航及び滞在記録)

Date(年月日)	Purpose(渡航目的)
From To	
From To	

(I understand and accept all the matters stated in the Application Guidelines for Japanese Government (MONBUKAGAKUSHO:MEXT) Scholarship for 2016, and hereby apply for this scholarship.)

(私は 2016 年度日本政府(文部科学省)奨学金留学生募集要項に記載されている事項をすべて了解して申請します。)

Date of application:

(申請年月日)

Applicant's signature:

(申請者署名)

Applicant's name

(in Roman capitals letters):

(申請者氏名)

APPLICATION GUIDELINES
JAPANESE GOVERNMENT (MONBUKAGAKUSHO:MEXT) SCHOLARSHIP FOR 2016
(RESEARCH STUDENTS)

The Ministry of Education, Culture, Sports, Science and Technology (MEXT) offers scholarships to international students who wish to study in graduate courses at Japanese universities either as a (non-degree) student or a regular student seeking a degree under the Japanese Government (MEXT) Scholarship Program for 2016 as follows.

1. FIELDS OF STUDY

Applicants should apply for the field of study they majored in at university or its related field. Moreover, the fields of study must be subjects which applicants will be able to study and research in graduate courses at Japanese universities.

The fields of study may be restricted to particular fields by the Japanese Embassy/Consulate General (hereinafter referred to as the “Japanese diplomatic mission”) in the applicant’s country.

A student who studies medicine, dentistry or welfare science will not be allowed to engage in clinical training such as medical care and operative surgery until he/she obtains a relevant license from the Minister of Health, Labor and Welfare under applicable Japanese laws. Those studying traditional entertainment arts such as Kabuki and classical Japanese dances, or subjects that require practical training in specific technologies or techniques at factories or companies are excluded from this restriction.

2. QUALIFICATIONS AND CONDITION

The Ministry of Education, Culture, Sports, Science and Technology (MEXT) is now accepting applications from overseas students for study in Japan. Our aim is to foster human resources who will become bridges of friendship between your country and Japan through study in Japan and who will contribute to the development of both countries and the wider world.

- (1) Nationality: Applicants must have the nationality of a country that has diplomatic relations with Japan. Applicants with no official nationality are also eligible to apply. An applicant who has Japanese nationality at the time of application is not eligible. However, persons with dual nationality who hold Japanese nationality and whose place of residence at the time of application is outside of Japan are eligible to apply as long as they choose the nationality of the foreign country and give up their Japanese nationality by the date of their arrival in Japan. Applicant screening will be conducted at the Japanese diplomatic mission in the country of applicant’s nationality.
- (2) Age: Applicants generally must have been born on or after April 2, 1981.
- (3) Academic Background: Applicants must be a graduate from a Japanese university or have academic ability equal or superior to that of a Japanese university graduate. A person will be deemed to have academic ability equal or superior to that of a university graduate, if he/she:
 - ① has completed or will complete 16 years of school education in a foreign country (or 18 years of school education if he/she desires to enroll in a doctoral course in the field of medicine, dentistry or veterinary science, or pharmacy which is based on a 6-year course in a department or faculty); or
 - ② is or will be aged 22 or older and has taken an individual entrance qualification examination and has been judged by a Japanese graduate school as being equal or superior in academic ability to a university graduate (or 24 or older if he/she desires to enroll in a doctoral course in the field of medicine, dentistry or veterinary science, or pharmacy which is based on a 6-year course in a department or faculty). Eligible applicants include those who otherwise satisfy or will satisfy qualification requirements for admission to a Japanese graduate school. As a general rule, a person who has completed a doctoral course may not apply unless he/she seeks to obtain a degree.
- (4) Japanese Language Ability: Applicants must be willing to learn Japanese. Applicants must be interested in Japan and be willing to deepen their understanding of Japan after arriving in Japan. Applicants must also have the ability to do research in Japanese and adapt to living in Japan.
- (5) Health: Applicants must be free from any mental or physical disabilities that would impede the pursuit of study at Japanese graduate school.
- (6) Arrival in Japan: In principle, applicants must be able to arrive in Japan between the 1st and 7th of April 2016, or by the date specified by the accepting university, which will fall within two weeks of the starting date for each semester (in general, in September or October) in that year designated by the accepting university.

- (7) Visa Requirement: Applicants must acquire College Student (ryugaku) visas before entering Japan. They then enter Japan with the College Student (ryugaku) residence status. Please also note that those who change their visa status to one other than College Student after arrival in Japan will lose their qualification to be Japanese Government Scholarship recipients from the date when their visa status changes.
- (8) Others: After returning to the home country, former scholarship recipients shall maintain close contact with the university where they studied, cooperate with the conducting of post-return survey questionnaires, participate in events conducted by Japanese diplomatic missions in their country, and work to improve relations between the home country and Japan.
- (9) Any applicant who meets any or all of the following conditions is ineligible. If identified after the start of the scholarship period, the applicant will be required to withdraw from the scholarship.
- ① Those who are military personnel or military civilian employees at the time of their arrival in Japan;
 - ② Those who cannot arrive in Japan during the period designated by MEXT or the accepting university;
 - ③ An applicant who is a previous recipient of a Japanese government scholarship, but does not have educational research experience exceeding more than three years from the first day of the month following the final payment of the previous scholarship to the beginning of the payment of this scholarship, as of April 1, 2015. This does not apply to the past recipients of Japanese studies scholarships and Japan-Korea Joint Government Scholarship Program For The Students In Science And Engineering Departments who have graduated or are going to graduate from universities in their home countries and past participants in the Young Leaders Program;
 - ④ Those who are currently enrolled at a Japanese university with a College Student (ryugaku) residence status; those enrolled, or scheduled to be enrolled, at a Japanese university as a privately financed international student during the period when the scholarship application was filed in the home country until prior to the start of the provision of the scholarship; This does not apply to current self-financed international students at Japanese universities who will complete their courses of study and return to their countries before the end of the current fiscal year;
 - ⑤ Recipients of scholarships from institutions other than MEXT (including government institutions in their home countries) that overlap with the Japanese Government Scholarship (Prospective beneficiaries are included);
 - ⑥ Applicants who are expected to graduate at the time of application and cannot satisfy the qualifications and the conditions related to academic background by the deadline given;
 - ⑦ Holders of dual nationality at the time of application who cannot verify that they will give up Japanese nationality by the time of the arrival in Japan; or
 - ⑧ Applicants who wish, from the time of application, to conduct fieldwork or participate in an internship outside of Japan, since this scholarship program is intended for overseas students who wish to enroll in a Japanese university and do graduate research in Japan.

3. PERIOD OF SCHOLARSHIP

The period of the scholarship will differ as follows depending on the student category the applicant is accepted under at a Japanese university.

- (1) In the case where a grantee will enroll as a research student, part-time non-degree student, or auditor, etc. (hereinafter referred to as a "Research Student (non-regular student)") after coming to Japan:
 - ① If a grantee comes to Japan in April 2016, his/her scholarship will be payable for 24 months from April 2016 through March 2018;
 - ② If a grantee comes to Japan in October 2016, his/her scholarship will be payable for 18 months from October 2016 through March 2018.

(In either case, the above-mentioned scholarship period includes a 6-month Japanese language training period for grantees who require such training.)
- (2) If a grantee enrolls as a regular student in a master's course, doctoral course, or professional graduate course for a degree after coming to Japan, regardless of the time of his/her arrival in Japan the scholarship will be payable for a period necessary for him/her to complete his/her regular course (standard course period). (Period includes a 6-month Japanese language training period for the grantees who need such training.)
- (3) The extension of scholarship period: If a grantee desires to proceed to a regular graduate course for a degree from a Research Student (non-degree) course, or to a doctoral course from a master's course or a professional graduate course, he/she may have the term of his/her scholarship extended upon a successful examination by MEXT and provided that he/she has made outstanding academic achievement that meets certain criteria. However, note the following:
 - ① A grantee cannot have the period of his/her scholarship extended as a Research Student (non-degree) course.

- ② If a grantee proceeds to a more advanced level of education without receiving approval for an extension of the period of the scholarship, the scholarship will be cancelled. He/she may, however, proceed to a more advanced level of education or continue with his/her study as a privately-financed student.
- ③ A Research Student(non-regular students) is not eligible to apply for an extension of the scholarship period if he/she cannot proceed to master's or doctoral course by the end of the term of the Research Student's scholarship. However if he/she withdraw traveling costs (transportation from Japan), they are eligible to apply for an extension of the scholarship period.

4. SCHOLARSHIP BENEFITS

(1) Allowance: 143,000yen (Research Students(non-regular students), 144,000yen (regular students in Master's courses or professional graduate courses), or 145,000yen(regular students in doctoral courses) per month. (In case that the recipient research in a designated region, 2,000 or 3,000 yen per month will be added. The monetary amount each year may be subject to change due to budgetary reasons.) The scholarship is cancelled in principle if the recipient is absent from the university for an extended period. The scholarship will be also cancelled in principle in the following situations. If the recipient has been receiving the scholarship despite his/her falling under any of the following situations, the recipient will be ordered to return the amount of scholarship that he/she received during the period wherein he/she was involved with any of the following situations.

- ① The recipient is determined to have made a false statement on his/her application;
- ② The recipient violates any article of his/her pledge to the Minister of Education, Culture, Sports, Science and Technology;
- ③ The recipient violates any Japanese laws;
- ④ The recipient is expelled from his/her university or preparatory educational institution or receives other punishment, or is removed from enrollment; (The scholarship payment may be stopped during the period up until punishment is decided by the university, etc.)
- ⑤ It has been determined that it will be impossible for the recipient to complete the training course within the standard time period because of poor academic grades or suspension from the university;
- ⑥ The recipient's residence status has changed to one other than College Student as defined in the Appended Table I-4 of the Immigration Act;
- ⑦ The recipient has received a scholarship from another institution (excluding those specified for research expenditures).
- ⑧ If he/she proceeds to a more advanced level of education without receiving approval for an extension of the period of the scholarship.

(2) Traveling Costs

- ① Transportation to Japan: The recipient will be provided, according to his/her itinerary and route as designated by MEXT, with an economy-class airplane ticket from the international airport nearest to his/her home country residence * to the New Tokyo International Airport or any other international airport that the appointed university usually uses. Expenses such as inland transportation from his/her home address to the international airport, airport tax, airport usage fees, special taxes on travel, or inland transportation within Japan will NOT be covered. (*The address in the country of the recipient's nationality stated in the application form is in principle regarded as the recipient's "home country residence.")
- ② Transportation from Japan: In principle, the recipient who returns to his/her home country within the fixed period after the expiration of his/her scholarship will be provided, upon application, with an economy-class airplane ticket for travel from the New Tokyo International Airport or any other international airport that the appointed university usually uses to the international airport nearest to his/her home address.

Note 1: If a grantee returns home without having received an extension even though he/she may have applied for extension of the scholarship period, as a general rule, he/she will not be paid for the travel expenses to return to the home country.

Note 2: Any aviation and accident insurance to and from Japan shall be paid for by the recipient.

Note 3: If a grantee continues to stay in Japan after the scholarship period has ended, he/she will not be paid travel expenses to return to the home country for a temporary return.

(3) Tuition and Other Fees: Fees for the entrance examination, matriculation, and tuition at universities will be paid by the Japanese government.

5. SELECTION AND NOTIFICATION

(1) In cooperation with the governments of the applicants' countries, the Japanese diplomatic missions will conduct a primary (preliminary) screening of applicants by means of submitted application documents, written examinations (language) and interviews.

(2) Written examinations will be English and Japanese language tests. The Japanese and the English language examinations must be taken by all applicants.

Note 1: The result of the Japanese language examination will be used as reference data for placement at a university and for Japanese-language education to be provided upon the applicant's arrival in Japan.

Note 2: In particular, if an applicant with limited proficiency in Japanese desires to pursue studies in fields such as Japanese linguistics, Japanese literature, Japanese history, or Japanese law —fields that require sufficient knowledge of the Japanese language — he/she will not be selected as a grantee unless there are exceptional circumstances.

(3) The following policy will apply to each stage of screening:

① Application documents: Must show that the applicant's academic achievement at the university he/she last graduated from equaled or exceeded the minimum specified level, and state the applicant's desired research program in a detailed and concrete manner.

② Written examination: Must show that the applicant obtained scores that cleared the fixed cut-off level in both Japanese or English.

③ Interview: Must reveal that the applicant has a clear sense of purpose relating to his/her study in Japan and has gathered information about Japanese universities. The interview must also reveal that the applicant has sufficient Japanese or English language ability to communicate with his/her adviser in Japan. If the applicant desires to study a subject that requires advanced Japanese language proficiency, the interview must show that the applicant has a considerable degree of Japanese language proficiency.

(4) Results of the primary screening will be notified to the applicants on the date separately designated by the Japanese diplomatic mission.

(5) Each person who has passed this primary screening is required to contact directly the Japanese university of his/her choice in order to obtain admission as a regular student for a degree or as a Research Student (non-regular student) in a graduate course, or a letter of provisional acceptance as a research student (hereinafter referred to as "Admission") by the 31st of August. In order to obtain the Admission, candidates can gain information regarding the contact office for international students of each university, websites of universities and researchers, etc. from the Japanese diplomatic mission. Candidates are not allowed to contact Japanese universities after the 1st of September.

(6) Each candidate must submit to the university of his/her choice a set of the documents that are submitted to and returned by the Japanese diplomatic mission (application, academic transcript of the university attended, research program plan, etc.) all with a confirmation seal of the Japanese diplomatic mission affixed, and a certificate of the primary selection issued by the Japanese diplomatic mission. Additional documents may have to be submitted upon request of the university.

(7) MEXT will conduct a secondary screening based on the results of the primary screening conducted by the Japanese diplomatic mission, and select applicants as MEXT scholarship grantees whose placement at a university of their choice has been decided.

Note 1: Applicants who have passed the primary screening at a Japanese diplomatic mission are not necessarily accepted as MEXT scholarship grantees.

Note 2: Applicants who were not accepted by any universities which the applicants named in their Placement Preference Form will not be selected as MEXT scholarship grantees.

6. PLACEMENT AND RESEARCH GUIDANCE AT UNIVERSITY

(1) Placement of a grantee at a university will be made following a relevant request which was made to the university by the applicant who has passed the primary screening and obtained Admission to the university. MEXT will request the universities listed in the Placement Preference Form to accept the grantee, and place him/her in the requested course upon its approval in principle (candidate who has received admission to a regular course for a degree will be placed directly in such course without needing to pass through a Research Student (non-degree) period).

If a candidate wants to enter either a public or a private university other than a national university, the grantee's preference specified in the Placement Preference Form may not be met due to budgetary reasons concerning school fees, etc. Moreover, any objection by a candidate to the decision will not be accepted.

In case a candidate is not able to gain Admission to any universities due to poor communication, MEXT will discuss the matter with the universities that the candidate listed in the Placement Preference Form. However the candidate may not be accepted [nor may not be selected] by the universities [and then by MEXT] if his/her research program plan is vague, unclear, or insufficient in content, or his/her desired major field presents difficulty from the perspective of research guidance in Japan. In this case, any objection by a candidate to the decision will not be accepted.

- (2) Research guidance such as lectures, experiments and practical training at universities is basically conducted in Japanese.
- (3) If a grantee is judged to be insufficient in Japanese language proficiency by the accepting university, usually he/she will be placed in a Japanese-language training institution designated by the university of placement or MEXT for the first six-month period after his/her arrival in Japan. Upon completion of the language training the grantee will be placed at a university for advanced education. If a grantee has poor achievement in the language training course and is considered incapable of advanced education at the university, scholarship payment will be stopped. (See 4. (1).)
- (4) If a grantee is initially deemed by his/her accepting university to be sufficient in Japanese language proficiency to conduct his/her research in Japan, he/she may be placed in the university as a Research Student (non-degree) or a graduate student studying for a degree without going through Japanese-language training.
- (5) If a grantee desires to move on to a regular course for a degree from a Research Student (non-degree) course, or to a doctoral course from a master's course or a professional graduate course, he/she needs to take an entrance examination administered by the relevant university and pass it. To continue receiving the MEXT scholarship after advancing to a higher level, the grantee must undergo another screening examination and be awarded an extension of the scholarship. (See 3.(2).)
A grantee cannot apply for an extension of the scholarship period while enrolled in a Research Student (non-degree) course.
- (6) If a grantee desires to advance to a regular course for a degree from a Research Student non-degree course, in principle, he/she must move on to the graduate school of the university at which he/she is studying as a Research Student. If proceeding to the graduate school is deemed to be inappropriate given the grantee's major field or ability, he/she may be allowed to transfer to another graduate school provided that he/she is admitted to it.

Note 1: Under the educational system of Japan, a typical master's degree course lasts for two years subsequent to graduation from a university (i.e. after completion of 16 years of school education), and a typical doctoral degree course lasts for three years after completion of a master's course. If a student has completed such a two-, or three-year course, obtained the necessary credits, and passed the final examination after submitting his/her graduation thesis, he/she will be granted the relevant degree.

Note 2: In the fields of medicine, dentistry and veterinary science, and pharmacy which is based on a 6-year course at a department or faculty, most of the universities offer only 4-year doctoral courses. For admission to such a doctoral course an applicant is required to have completed 18 years of school education. If an applicant completed 16 years of school education, he/she is required to have engaged for two or more years in research activities at universities or research institutions subsequent to completion of the 16 years of education, and to be deemed by a graduate school in Japan as being academically equal to an applicant who completed a 18 years of formal education.

Note 3: Professional graduate schools were opened in 2003 with the aim of developing individuals with deep knowledge and outstanding ability in their field in order to support professions that require sophisticated expertise. The standard required duration of study is two years. In some fields of study, the duration is less than two years but more than one year. Upon completion of the course a master's degree (specialized occupation) is conferred. Among the professional graduate schools are "graduate schools of law." These schools require a standard duration of study of three years. Upon completion of the course a student will be granted the degree of "Doctor of Law (specialized occupation)."

Note 4: Entrance examinations given by a graduate school vary from one university to another. In general, applicants have to take examinations in two foreign languages, his/her major subject, and an essay test.

7. APPLICATION PROCEDURE

Applicants must submit the following documents to the Japanese diplomatic missions by the required date. The submitted documents will not be returned.

- ① Application Form (a prescribed form) 【original 3】※photo
- ② Placement Preference Form (a prescribed form) 【original 1】※photo
- ③ Field of Study and Research Program Plan (a prescribed form) 【original 1, copy 2】
- ④ Certified grade transcript for each academic year from the last university attended (issued by that university) 【original 1, copy 2】
- ⑤ Graduation certificate or degree certificate of the last university attended (or an attested document certifying that the applicant will graduate from the school, where applicable) 【1 original , 2 copies 】
- ⑥ Recommendation from the president/dean or the adviser of the last university attended 【1 original, 2copies】
- ⑦ Recommendation from the present employer (if currently employed) 【1 original, 2 copies】
- ⑧ Medical certificate (prescribed form) 【original 1, copy 2】
- ⑨ Abstracts of theses【1 original, 2 copies】
- ⑩ Photograph(s) showing applicant's own works of art or a recorded CD of musical performance (only for those majoring in fine arts or music) 【1 original, 2 copies】

Note 1: These documents must be written in Japanese or English, or translations in either of these languages should be attached.

Note 2: Photographs (4.5×3.5 cm, taken within the past six months, upper body, full-faced, uncapped. Write your name and nationality on the reverse and paste them onto the Application Form and Placement Preference Form) attached to the original application must be originals; copies are not acceptable. It is acceptable to paste the data of photo on each application form and print it. (To print your photos and paste it on the application form is not allowed.)

Note 3: The Field of Study and Research Program Plan should describe concretely and in detail the applicant's own research program because it will serve as important material for placement of the applicant at a university.

Note 4: The academic transcripts of the last university attended should show the grade scale applied and the grades earned by the applicant in all the subjects studied for each year of study at a university department/faculty and graduate school. (A degree certificate or a graduation certificate simply showing the ranking of the applicant at graduation will not substitute for academic transcripts.)

Note 5: The graduation certificate and the degree certificate obtained from the last university attended may be photocopies provided that the copies are attested by an authorized person of the university.

Note 6: For abstracts of the theses, abstracts of the graduation thesis and any presented papers will suffice. Please note that these abstracts will be used as basic data for evaluation of the applicant's academic ability.

Note 7: Number the documents(① through ⑩) in the right upper corner.

8. NOTES

- (1) The recipient is advised to learn, before departing for Japan, the Japanese language and to acquire some information about Japanese weather, climate, customs, university education, and conditions in Japan, as well as about the difference between the Japanese legal system and that of his/her home country.
- (2) As the first installment of the scholarship payment cannot be provided immediately upon the recipient's arrival, the recipient should bring approximately US \$2,000 to cover immediate needs after arrival in Japan.
- (3) Accommodations:
 - ① Residence halls for international students provided by universities.
Some universities have residence halls for international students. The recipients enrolled at such universities may reside at these residence halls under certain conditions. However, due to the limited number of rooms, some of these facilities may be unavailable.
 - ② Private boarding houses or apartments:
Those who are unable to find accommodation in the aforementioned facilities may live in regular dormitories of the university or in private boarding houses/apartments. It is difficult for recipients with dependents to find appropriate housing in Japan. The recipient is requested to arrive in Japan alone first to secure housing before having his/her spouse and/or family come to Japan.
- (4) The English texts attached to the Application Guideline and the Application Form are for convenience only. The Japanese versions of the Application Guideline and the Application Form take precedence, and any English expressions do not change the Japanese content; if you have any questions about the content of the written text, you should inquire at the Japanese diplomatic mission.
- (5) In addition to the regulations stipulated in this guideline, those that are necessary to implement the Japanese Government Scholarship are determined by the Japanese government.
- (6) More detailed information on this scholarship program is available at the Japanese diplomatic missions.

(別紙)

専攻分野及び研究計画

Field of Study and Study Program

Name in full, in your native language

(姓名 (自国語))

_____, _____, _____
(Family name/Surname) (Given name) (Middle name)

In Roman capital letters

(ローマ字)

_____, _____, _____
(Family name/Surname) (Given name) (Middle name)

Nationality

(国 籍)

Proposed study program in Japan (Outline your field of study on this side and the specifics of your study program on the reverse side of this sheet.

This section is one of the most important references for selection. The statement must be typewritten or written in block letters. Additional sheets of paper may be attached if necessary.)

(日本での研究計画；この研究計画は、選考及び大学配置の重要な参考となるので、表面に専攻分野の概要を、裏面に研究計画の詳細を具
体記入すること。記入はタイプ又は楷書によるものとし、必要な場合は別紙を追加してもよい。)

If possible, please write your response in Japanese. (相当の日本語能力を有する者は日本語により記入すること。)

1 Present field of study (現在の専攻分野)

2 Your research topic upon arrival in Japan: Stipulate the research you wish to carry out in Japan.

(渡日後の研究テーマ：日本においてどういった研究がしたいかを明確に記入すること)

3 Study program in Japan: (Describe in detail and with specifics – particularly concerning the ultimate goal(s) of your research in Japan)

(研究計画：詳細かつ具体的に記入し、特に研究の最終目標について具体的に記入すること。)

MONBUKAGAKUSHO:MEXT SCHOLARSHIP RECOMMENDATION FORM

Applicant's Name (Please print) :

_____ , _____

(Family name) (First name)

_____ (Middle name)

To the Applicant : Please write your full name above. Give this form and one of the envelopes marked "confidential" and addressed to yourself to the person you have asked to recommend you. Ask this person to place the completed form in the envelope, seal the envelope, sign across the seal, and send it back to you. Return the unopened envelope with your application.

To the Applicant and the Recommender : This recommendation will be used for admissions purposes only.

To the Recommender : Please respond to the following questions. Please type or print. After completing this form, place it in the envelope provided, seal the envelope, sign across the seal, and return it to the applicant. This recommendation is a required part of the application process; prompt return to the candidate is important. We appreciate your assistance and would like to assure you that your comments will be carefully considered.

Recommender's name : _____

Title and Institution (if work address used) : _____

Address : _____

Telephone & Facsimile : _____

1. During which period of time have you had the most frequent contact with the applicant? From _____ to _____.
2. What was the nature of your relationship?
3. In what areas does the applicant need improvement or growth?
4. Please comment on the applicant's interpersonal skills. How well does he or she work within a team?
5. How would you describe the applicant's leadership skills?
6. Please comment on the applicant's degree of self-confidence.
7. Please comment on the applicant's personal character.
8. Please indicate your overall evaluation of the applicant.
() Strongly recommend () Recommend () Recommend with reservation () Do not recommended
9. Please make whatever additional comments you wish about the applicant's potential for graduate (or undergraduate) study in Japan and potential for becoming a responsible, effective person in your country. Additional pages may be attached, and the back page can also be used for comment..

Signature _____ Date _____