

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

APPLICATION GUIDELINES FOR JJ/WBGSP 2016 SCHOLARSHIP

FOR DEVELOPING COUNTRY NATIONALS*

***Attention!** These Guidelines are not valid for applicants who are Japanese nationals. For more information on the JJ/WBGSP application guidelines for Japanese nationals and other scholarship programs administered by the World Bank, please visit: <http://www.worldbank.org/scholarships>

I. TO HAVE AN APPLICATION REVIEWED APPLICANTS MUST MEET ALL OF THE FOLLOWING CRITERIA:

1. **Preferred University Master's Program:** The applicant has separately applied for the 2016-academic year admission to one of the JJ/WBGSP **preferred university master's programs** listed on the JJ/WBGSP website (<http://www.worldbank.org/scholarships>) and located outside of the applicant's country of citizenship and country of residence.

Please note: individuals currently studying in a JJ/WBGSP preferred university master's program are NOT eligible to receive a JJ/WBGSP scholarship.

2. Eligibility Criteria:

The applicant must meet the following eligibility criteria:

- Be a national of a World Bank member country eligible to borrow.
- Not be a dual citizen of any developed country.
- Be under the age of 45 on the Application Deadline date.
- Not be an Executive Director, his/her alternate, and/or staff of all types of appointments 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 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 before 2013.
- Have at least 3 years of development-related experience since earning a Bachelor's degree (or equivalent university degree) and within the past six years from the date of the Application Deadline. Please see Annex 1 for a suggested list of development-related topics.
- Have been accepted unconditionally (except for funding) to enroll in the upcoming academic year in one of the JJ/WBGSP **preferred university master's programs** listed on the JJ/WBGSP website, and located outside of the applicant's country of citizenship and country of residence. (See further guidance below for when this letter of acceptance must be submitted to JJ/WBGSP Secretariat.

- Be in good health, with respect to the capacity to be a productive scholar on a continuous full-time basis for the duration of the master's program, as certified by a medical doctor less than 3 months before the start of the master's program.
 - Not received any scholarship funding to earn a Graduate degree or its equivalent from any other sources funded by the government of Japan.
3. **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, March 10, 2016. An application is considered complete if it includes: (i) a completed Application Form (which includes an applicant's agreement to conditions stated on the Signature Page of the Application Form); and (ii) recommendation letters from two people who have direct knowledge of the applicant's professional experience.

Emails from the JJ/WBGSP Secretariat:

An applicant will be notified three times by email during a successful application process:

- From **recommendations@wizehive.com** confirming the first of your two required recommenders submitted his/her recommendation
- From **recommendations@wizehive.com** confirming the second of your two required recommenders submitted his/her recommendation

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

- An email from applications@wizehive.com** confirming your online Application Form has been submitted and received. Applicants 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. Once you have successfully submitted the form you will no longer be able to access it.

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

Please note: individuals who submit more than one application will be disqualified.

4. **Professional Recommendations Process:** The applicant can have only two professional recommendations – one is not sufficient and three or more is not permitted. It is strongly recommended at least one of the two required professional recommendations be from a current or former supervisor. Recommendations from professors/lecturers based on your status as a student do not qualify as a professional recommendation.

To fulfill the required two professional recommendations, **complete and submit the Reference 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 and email address for each of the two recommenders. It is the applicant’s sole responsibility to make sure the email contact information provided on the Recommender Request Form is accurate. Unless circumstance professional email address is not available, we require the email address be from the professional institution of the person providing a recommendation. For example, use of gmail, yahoo, and other similar email addresses is highly discouraged. If this type of email is used, JJ/WBGSP may verify the professional association of your recommender as part of our review process.

Please Note: It is recommended 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. We also suggest you first confirm with your recommender that they are willing to provide a recommendation before you submit their contact information.

The recommender will be notified 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.

Please note: the email to a recommender is usually sent by JJ/WBGSP 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 an email from recommendations@wizehive.com.

Attention: If the two 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.

5. **Language:** The applicant must complete the Application Form either in English or the language of their master’s degree program. (For example, a completed Application Form written in French by an applicant who is seeking a scholarship to attend a preferred university in the United Kingdom will not be reviewed).

Please note: Completing the Application Form includes uploading scanned copies of: (i) the proof of employment (if employment information is provided in the “Employment” Section of the Application Form); and (ii) a certified copy of the applicant’s most advanced university degree. If these documents are not in English or the language of the master’s degree program being applied to, they must be translated into English or the language of the master’s degree program. 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.

II. 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 or the application process in general not answered by other information presented on our website. The FAQs will be updated regularly during the call for applications.

If the answer to your question is not contained in the FAQs or on the website, you may email: scholarshipapplicants@worldbank.org.

You will not receive a reply from us if the answer to your question can be found on our website. In the rare case your question is not answered on our website, we will aim to reply to your email inquiry within 3 business days. While we will read emails in Spanish and French, we will only respond in English to all emails.

Attention: We do not guarantee we will reply to any inquiry received less than 3 business days before the Application Deadline. Because the application process is lengthy, it is recommended you submit your application at least one-week ahead of the deadline to avoid any last minute issues.

III. ADDITIONAL REQUIREMENTS OF FINALISTS FOR THE SCHOLARSHIP

After you submit your completed application it will go through a multi-step selection process, described on the “Selection” page of our website. For those applicants notified by the JJ/WBGSP Secretariat of their status as a finalists, the JJ/WBGSP will request the following additional information:

1. **Letter of Acceptance** from a preferred master program identified in the Application Form submission. The timing of this request depends on the master degree program:
 - i. **For master’s programs that provide a letter of acceptance before May 12, 2016:** The JJ/WBGSP Secretariat will contact via email each finalist on or before May 9, 2016, and ask he/she to deliver via email by May 12, 2016, a scanned copy of the official letter of acceptance into the preferred master’s program noted on your Application Form, with the letter either: unconditional or conditional only upon securing funding.
 - ii. **For master’s programs that provide a letter of acceptance on or after May 12, 2016:** The JJ/WBGSP Secretariat will contact via email each finalist on or before May 9, 2016, and ask he/she to deliver to the JJ/WBGSP Secretariat, via email within one week of the date of the letter of acceptance to a preferred master’s program that was noted on his/her Application Form , a scanned copy of that letter of acceptance. The letter of acceptance must be either unconditional or conditional only upon securing funding.
2. **Identification:** When 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.
3. **Medical Certificate:** After 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 their master’s program from a medical doctor stating the scholar is in good health

with respect to the capacity to be a productive scholar on a continuous full time basis for the duration of the master's program

Please note: Failure to produce these three documents on time will result in disqualification. For example, if the letter of acceptance to the preferred master's program is conditional upon fulfilling the university's language testing requirement, the finalist is disqualified.

Attention! Winners of our scholarship who will study in the United States are required to travel to the US on a J-1 Visa. The World Bank will rescind the scholarship if the scholar travels to the United States by any other means.

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)