

**Japanese Government (MONBUKAGAKUSHO : MEXT) Scholarship for 2016  
Research Students**

**Notes for Application**

- **Please read following notes and instructions carefully before you prepare your application form and other required documents.**
  - **Please submit required documents only.**
1. You must fill in these documents **by typing not handwriting. (Also see below 5~7)**
    - a. Application Form
    - b. Placement Preference Form
    - c. Field of Study and Study Program
  2. All documents must be written **in Japanese or English**. If any documents written in any other language, Japanese or English translation is required.
  3. How to write your name correctly in the application forms:
    - a. You need to choose only three names, one for **“Family name”**, another for **“First name”**, and another for **“Middle name”**.
    - b. If you have a passport, you must write the name **exactly in the same spelling on the passport** in your application form and the other required documents.
    - c. The compound names (e.g. Abdel-Rahman or Alaa El-Din) are considered as one name.
    - d. “Full name in native language” in application form or other required documents means to write your name in Arabic.
    - e. “In Roman block capitals” in application form or other required documents means to write your name in English with capital letters.
  4. Photograph **must be color and pasted (not stapled)** on application forms. Please write your name and country on the other side.
  5. Application Form
    - a. Educational Background (7.)
      - “Elementary Education” means only elementary school not including kindergarten.
      - “Secondary Education” means junior high school.
      - “Upper Secondary School” means senior high school.
      - “Higher Education” means university.
      - “Graduate Level” means master’s course and doctorate course.

- “Year and Month of Entrance and Completion”: Do not miss filling in “months”.
  - “Duration of Attendances”: Write only years for each of your education before your higher education (university) (eg. 6, 3, 3, 4). For “Graduate Level” only, write both years and months.
  - If you are enrolled in a master’s or doctorate course, also fill in “Diploma or Degree awarded, Major subject”.
  - If you are about to obtain a bachelor or master’s degree, mention the expected time to obtain it (both years and months) on “Diploma or Degree awarded, Major subject”.
  - Don’t forget to fill in “Total years of schooling mentioned above”.
- b. Employment Record (9.)  
Write the records from the present to the past.
- c. Japanese Language Proficiency (10.)  
If you have no knowledge of Japanese language, mark “Poor” in each column.
- d. Do mark “○”, not “✓” (12.-14.)

#### 6. Placement Preference Form

“The University in Japan in which you wish to be enrolled” (7.)

- a. **You don’t need to obtain entrance permission. It will be needed only after your passing the primary screening conducted by the Embassy.**
- b. You need to choose three universities and professors.

#### 7. Field of Study and Research Program Plan

- a. “Name in full, in your native language”: Write your name in Arabic
- b. “Present Field of Study”: Describe it in brief and clear not only by one word or the name of your study field.
- c. “Study Program in Japan”: Explain Specifically and in details about your own research program that you would like to conduct in Japan, including (1) Clear title indicating the research objectives, (2) Abstract for the research work showing its outcomes, (3) A clear description for the material and methods and the steps of the work according to time of the scholarship which should be concrete, etc.

[The following documents should be submitted as well]

#### 8. Academic record of the last university attended

It is preferable that academic record of the last university attended is more than “Very Good” or GPA2.8 (average of all years).

#### 9. Certified academic records of each academic year of the universities attended

- a. It is necessary to submit original certificate (copies attested by an authorized person

of the university will also be accepted) .

- b. The certificate issued by your university should show a grade (Excellent, Very good, or by %) for each subject you took in all the academic years of your attendance. A degree certificate or graduation certificate simply showing the ranking of the applicants at graduation will not be accepted.
- c. If you have finished a preparatory course for a master's or doctorate degree, the certificate which includes a grade (Excellent, very good, or by %) for each subject you took during the course is also needed.

#### 10. Graduation Certificate or Degree Certificate

If you have not graduated yet, please submit an attested document certifying that you will graduate from the school.

#### 11. Recommendation Letter

You are required to use the prescribed form and submit it sealed with a signature across the seal when being submitted. [\[Recommendation Form\]](#)

#### 12. Medical Certificate

It must be submitted in the prescribed form with a hospital's official stamp on. You can take a medical check at any hospitals. Film No. of X-ray must be filled in. [\[Certificate of Health\]](#)

#### 13. All the documents must be **A4 size** and should be put into envelop.