

**Japanese Government (MONBUKAGAKUSHO : MEXT) Scholarship for 2018
Research Students**

Notes for Application

- PLEASE READ THE FOLLOWING NOTES AND INSTRUCTIONS CAREFULLY BEFORE YOU PREPARE YOUR APPLICATION FORM AND OTHER REQUIRED DOCUMENTS.
- BE SURE THAT YOU HAVE ALL THE DOCUMENTS REQUIRED.
- **INCOMPLETE APPLICATION OR COPIES OF REQUIRED DOCUMENTS WILL NOT BE EXAMINED.**

1. Kindly fill in these documents **by typing.**

- a) Application Form
- b) Placement Preference Form
- c) Field of Study and Study Program

2. All documents must be written **in English or Japanese.** If any documents written in any other language, English or Japanese certified translation is required. (Any certified translation office is accepted.)

3. Photographs

Paste Photographs by using glue (not stapled) to the original application form. (Size 4.5×3.5 cm, taken within the past six months, upper body, full-face, uncapped. Write your name and nationality on the back of the photographs.) Copies are not acceptable. It is acceptable to paste the data of photo on each application form (use FY 2018 form) and print it. (To print your photos and paste it on the application form is not allowed.)

4. Application Form

a) How to write your name correctly in the application forms:

- You need to choose only three names, one for **“Family name”**, another for **“First name”**, and another for **“Middle name”**.
- 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.
- The compound names (e.g. Abdel-Rahman or Alaa El-Din) are considered as one name.
- “Full name in native language” in application form or other required documents means to write your name in Arabic.
- “In Roman block capitals” in application form or other required documents means to write your name in English with capital letters.

b) Educational Background (11.)

- “Elementary Education” means only elementary school not including kindergarten.
- “Lower Secondary Education” means junior high school/Preparatory school.
- “Upper Secondary Education ” means senior high school/Secondary school.
- “Tertiary Education” means university (Undergraduate).
- “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”.

c) Employment Record (19.)

- Write the records from the present to the past.

5. Placement Preference Form (The University in Japan in which you wish to be enrolled) (6.)

a) You have to select three universities and professors and fill out the form.

b) You don’t need to obtain an acceptance letter. It will be requested only after your passing the primary screening conducted by the Embassy.

6. 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.

d) Additional sheets of your full research plan may be attached if necessary, and mention in the form that your full research plan is attached.

[The following documents should be submitted as well]

7. Academic record of the last university attended

- a) It is preferable that academic record of the last university attended is more than “Very Good” or GPA2.8 (average of all years).
- b) It must be original certified academic records of each academic year of the universities attended or copies attested by an authorized person of the university with official stamp on. (The copied official stamp is not accepted including colored copies.)
- c) If the certificate is written in Arabic, the certified translation in English or Japanese must be attached.
- d) 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.
- e) If you have obtained Master degree or finished the Master degree preparatory course, the academic records certificate which includes your grades (by %, GPA, Excellent or very good) for each subject you took during the course is also needed (same for the Doctor degree). The original certified of Undergraduate academic record is also needed.

8. Graduation Certificate or Degree Certificate or Expected Graduation Certificate

- a) If you have not graduated yet, you must submit an attested document certifying that you will graduate from the school. The certificate must include the expected graduation month and year.
- b) All certificates must be original or copies attested by an authorized person of the university with official stamp on. (The copied official stamp is not accepted included colored copies)
- c) If the certificate is written in Arabic, the certified translation in English or Japanese must be attached.
- d) If you have obtained Master’s degree, the graduation certificate of Undergraduate and Master’s degree is also needed.(same for the Doctor degree)

9. Recommendation Letter

- a) Recommendation from the president/dean or the adviser of the last university attended.(required)
- b) Recommendation from the present employer (required if currently employed)
- c) Those who are currently employed must submit both of above recommendation letters.
- d) It’s required to use the prescribed form and submit it sealed with a signature across the seal when being submitted. Kindly clarify whether the recommendation letter is from your last attended university or your workplace in an envelope.

10. Medical Certificate

- a) It must be submitted in the prescribed form with a hospital's official stamp on or signature. You can take a medical check at any hospitals, It's Not necessary to use any governmental hospitals or clinics. Film No. of X-ray must be filled in if it's possible.

11. Abstracts of theses (If applicable)

12. ONLY for those majoring in fine arts or music: Photograph(s) showing applicant's own works of art or a recorded CD of musical performance

13. Copy of your ID or Passport

14. All the documents must be A4 size and should be put into one envelop.

- As a general rule, a person who has completed a doctoral course may not apply unless he/she seeks to obtain a degree.
- 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.