

**Japanese Government (MONBUKAGAKUSHO : MEXT) Scholarship for 2017
Undergraduate Students**

Notes for Application

● **Please read following notes and instructions carefully before you prepare your application form and other required documents.**

1. You must fill in these documents **by typing not handwriting. (Also see below 5~6)**
 - a. Application Form
 - b. Placement Preference Form

*Only applicants who wish to be directly placed at a university need to submit this paper.
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 (8.)
 - “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.
 - “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).
 - Don’t forget to fill in “Total years of schooling mentioned above”.

b. Japanese Language Proficiency (9.)

If you have no knowledge of Japanese language, mark "Poor" in each column.

6. Placement Preference Form

a. **Only applicants who wish to be directly placed at a university need to submit this paper.**

b. If it is not possible for you to be admitted to any of the universities you select, your application will not be accepted.

[The following documents should be submitted as well]

7. Academic Background

a. Those who have finished Secondary school are required to present their academic record of the 3rd year. The minimum grade accepted is 95% (or equivalent performance evaluation value) or over.

b. Those who are still in the last year of Secondary school are required to present their academic record of the 2nd year. The minimum grade accepted is 95% or over.

8. Certified academic records of each academic year for the past 3 years of the secondary school.

a. It is necessary to submit original certificate (copies attested by an authorized person of the university/school will also be accepted) .

b. The certificate issued by your school should show a grade (Excellent, Very good, or by %) for each subject you took in all the academic years of your attendance.

9. Graduation Certificate

If an applicant has not graduated yet, please submit a certificate of expected graduation for an applicant due to graduate.

10. Recommendation Letter

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

11. Certificate of Health

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. [\[Certificate of Health\]](#)

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