

**Japanese Government (MONBUKAGAKUSHO : MEXT) Scholarship for 2018
Undergraduate 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 REQUIRED DOCUMENTS.
- **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 (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 certified translation is required. (Any certified translation office is accepted.)

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. Photographs

- a) 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.)

5. Application Form

a) Educational Background (10.)

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

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) The minimum grade accepted of the 3rd year of the secondary school is 95% (or equivalent to performance evaluation value) or over.
- b) For those who are still in the last year of the secondary school: The minimum grade accepted of the 2nd year is 95% (or equivalent to performance evaluation value).

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

- a) Those who have finished the secondary school are required to present their academic record from the 1st year to the 3rd year.
- b) Those who are still in the last year of the secondary school are required to present their academic record of the 1st year and the 2nd year.
- c) It is necessary to submit original certificate or copies attested by an authorized person of the school with an official stamp on. The copied official stamp is not accepted including colored copies.
- d) If the certificate is written in Arabic, the certified translation in English or Japanese must be attached.
- e) The certificate issued by your school should show a grade (by % or GPA) for each subject you took in all the academic years of your attendance.

9. Graduation Certificate or Expected Graduation Certificate from your secondary school

- a) Those who are still in the last year of the secondary school must submit a certificate of expected graduation for the applicant due to graduate. The certificate must include the expected graduation month and year.
- b) It is necessary to submit original certificate or copies attested by an authorized person of the school with an 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.

10. Recommendation Letter

- a) Recommendation letter from the principal or the adviser of the last school (secondary school) attended. You are required to use the prescribed form and submit it sealed with a signature across the seal when being submitted.

11. Certificate of Health

- 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 governmental hospitals or clinics. Film No. of X-ray must be filled in if it's possible.

12. Certificate of enrollment in a university (For only those who currently enrolled in a university)

- a) It is necessary to submit original certificate or copies attested by an authorized person of the school with an official stamp on. The copied official stamp is not accepted included the colored copies.
- b) If the certificate is written in Arabic, the certified translation in English or Japanese must be attached.

13. Essay

- a) The title is "Why do I apply for Japanese Government Scholarship"
- b) There is no limitation for the number of pages.

14. Copy of your ID Card or Passport

- a) If you do not have both of them at the moment, please bring a copy of your Birth certificate.

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