

Japanese Government (MONBUKAGAKUSHO: MEXT) Scholarship for 2020

Undergraduate Students

Notes for Application

- A. Applicants MUST read through the Application Guideline and this Note for Application carefully before you apply and the Application forms must be printed from the link below and submit all together with other required documents mentioned the following.
- 2020 Application Guideline
https://www.studyjapan.go.jp/jp/files/2020_Guidelines_Undergraduate_E.pdf
 - 2020 Application forms
https://www.studyjapan.go.jp/jp/smap_stopj-applications_undergraduate.html
- B. Be sure that you prepare all the required documents.
- C. Incomplete application forms and documents will not be examined. In case if you cannot submit the required documents, please attach a letter mentioning the reason why you cannot submit.
- D. Hard copy of the Academic Transcripts, the Graduation Certificates and Prospective Graduation Certificate from a secondary school or a university will be accepted for application. However, the originals or certified copies will need to be submitted in case you proceed to the written examination.
- E. Academic Background
- a) The minimum grade accepted from the 3rd year of secondary school is 95% (or equivalent to performance evaluation value).
 - b) For those who are still in the last year of secondary school: The minimum grade accepted from the 2nd year is 95% (or equivalent to performance evaluation value).
- F. All documents must be written in English or Japanese. If any documents are written in any other languages, a certified English or Japanese translation is required. (Any certified translation office is accepted.)

G. All the documents must be in A4 size and should be submitted in a A4 envelop.

① Application Form (use FY 2020 form): 1 Original (No hard copy needed)

Fill in the forms by typing. As of April 1, 2020.

a) Write your name in the application forms as follows.

- Choose only three names, one for “**Family name**”, another for “**First name**”, and another for “**Middle name**”.
- If you have a passport, you must spell your name **exactly the same as on your passport** in your Application Form and other required documents.
- The hyphenated names (e.g. Abdel-Rahman or Alaa El-Din) are considered as one name.
- “Full name in native language” in the Application Form or other required documents means to write your name in Arabic.
- “In Roman block capitals” in the Application Form or other required documents means to write your name in English with capital letters.

b) Educational Background (Application Form No.10) As of April 1, 2020

- “Primary Education” means only elementary school, and does not include 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 forget to fill in “months” as well as year.
- “Duration of Attendances”: Write the number of years attended at each of your educational institutions before higher education (university). (example:6 years 0 month, 3years 0 month, 3years 0 month, 4 years 0 month)
- Do not forget to fill in “Total years of schooling mentioned above”.

c) Photograph

- Paste a photograph with glue (do not staple) to the original Application Form. (Size 4.5x3.5 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. However, you may paste the photo in digital form on each application form in digital format and print it. (To print your photos and paste it on the Application Form is not allowed.)

② Direct Placement Preference Form

- a) **You do not need to submit this form at this stage. The list of universities for direct placement will be available in July.**
- b) Only applicants who have sufficient Japanese language proficiency may be exempted from preparatory education course and directly enrolled to a Japanese university. In case the undergraduate course at the university does not require Japanese language proficiency at the time of enrollment and allows applicants to enroll without preparatory education, applicants may directly enroll in the said undergraduate course. In such cases, you should arrive in Japan in September or October 2020, and start from the autumn term, depending on the course.

[The following documents must be submitted as well]

③ Academic Transcripts for all school years of Secondary School: 1 Hard Copy only (Original or Certified Copy is Not necessary at this stage)

- a) Applicants must submit the following documents according to his/her academic background:
 - Applicants who are attending, or have graduated from, a secondary school: an academic transcript from the secondary school from the 1st year to 3rd year (or from 1st year to 2nd year for those who have not graduated yet);
 - Applicants who are attending, or have already graduated from, a university: academic transcripts of all the attended years from both the secondary school and the university.

*The academic transcripts should show the grade scale applied and the grades earned by the applicant in all the subjects studied for each year of study at the school or the university. Those who are currently attending a secondary school or a university must also submit the academic transcript that covers the period from the year of enrollment to the term for which grades have been determined at the time of application for the scholarship. Those who are attending a secondary school or a university must also submit a transcript when he/she graduates from that school or university by the time selection results are finalized.
- b) **Hard copies of the academic transcripts will be accepted for application. However, those who pass the document screening and proceed to written examination will need to submit the original or copies attested by an authorized person of the secondary school or the university with an official stamp on the written examination day.**
- c) If the transcripts are written in Arabic, a certified translation in English or Japanese must be attached.

④ Graduation Certificate or Prospective Graduation Certificate from Secondary

School: 1 Hard Copy only (Original or Certified Copy is Not necessary at this stage)

- a) Applicants must submit the following documents according to his/her academic background:
- Applicants who are attending a secondary school: a certificate of prospective graduation from the secondary school. The certificate must note the expected graduation month and year;
 - Applicants who have already graduated from a secondary school: a certificate of graduation from the secondary school;
 - Applicants who are attending a university: a certificate of graduation from the secondary school (in addition, they must submit a ⑦ certificate of enrollment.);
 - Applicants who have already graduated from a university: certificates of graduation from both the secondary school and the university.
- *Those who are attending a secondary school or a university must also submit a certificate of graduation when he/she graduates from that school or university by the time selection results are finalized.
- b) **Hard copies of the graduation certificate or prospective graduation certificate will be accepted for application. However, those who pass the document screening and proceed to written examination will need to submit the copies attested by an authorized person of the secondary school or the university with an official stamp on the written examination day.**
- c) If the certificate is written in Arabic, a certified translation in English or Japanese must be attached.

⑤ Letter of Recommendation: 1 Original (No hard copy needed)

- a) A Recommendation letter from the principal or the adviser of the last school attended. You may obtain it from either the secondary school or the university. Free format (sample format available). The letter must be signed and sealed by the recommender. It must be written in English or Japanese.

⑥ Medical Certificate: 1 Original (No hard copy needed)

- a) Must be submitted in the designed 2020 form with the hospital's official stamp or authorized signature. You may take the medical check at any hospitals or clinics, and is not necessary to go to governmental hospitals. Film No. of X-ray must be filled in the form, however If the film no. of the X-ray is not available, please write "None".

⑦ Certificate of Enrollment in a University (For only those who are currently enrolled in a university): 1 Original (No hard copy needed)

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

⑧ Certificate of University Enrollment Qualification Examination: 1 Hard Copy only (Original is Not necessary at this stage)

- a) Only for those who pass the university enrollment qualification examination. (It is Not a university entrance examination passing certificate)
- b) Certificate of University Enrollment Qualification Examination may be submitted instead of ③④ and ⑤.
- c) "Certificate of University Enrollment Qualification Examination" is a document certifying that you are eligible to enroll in a university, possessing the academic level of completing secondary education, such as international baccalaureate diploma, or other certificate of passing exams that test such academic skills.
- d) Hard copies of the Certificate of University Enrollment Qualification Examination will be accepted for application. However, those who pass the document screening and proceed to written examination will need to submit the original or certified copied certificate on the written examination day.

⑨ Certificate of Language Proficiency: 1 Copy only (No extra hard copy needed)

- a) Only in case the applicant has documents attesting competency in language.

⑩ Essay: 1 Original (No extra hard copy needed)

- a) Use the designated form. You can add more pages if you need, as there is no limitation to the number of pages.

⑪ Passport photo page or Personal ID Card: 1 Copy only (No extra hard copy needed) If you do not have either of them, please bring a copy of your birth certificate.