

Japanese Government (MONBUKAGAKUSHO: MEXT) Scholarship for 2021

Undergraduate Students

Notes for Application

- A. Applicants MUST read through this Note for Application and the Application Guideline from the link below carefully before you apply. The filled Application forms (in the link below) and the required following documents must be scanned to be clearly legible in PDF. Each document must be attached all together in one e-mail.
- **2021 Application Guidelines & Application Forms**
https://www.studyinjapan.go.jp/en/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. All applicants are required to submit scanned documents in PDF by submission deadline. However, the applicants those who pass the written exams will be requested to submit either originals or certified copies with official stamps of the following documents; Grade Transcripts, Graduation Certificate, Prospective Graduation Certificates, Recommendation Letters, Application Forms, Health Certificate.
- 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 documents must be scanned in **PDF format**. Scanned documents should meet the following criteria:

- Documents must be scanned at the original size in black/white colors.
- Applicants must ensure no part or page of the document is missing.
- Documents must be clear and legible with good alignment.
- Documents must not be obstructed by a shadow, page must not be tilted, and text must not be blurred nor disappear into the margin.
- Unreadable documents will not be examined.
- All requested documents must be scanned respectively and if any of document have multiple pages, all pages must be combined in single PDF documents.

① Application Form (use FY 2021 form): (You will be requested to submit the original document after written exams according to its result)

Fill in the forms **by typing**. As of April 1, 2021.

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

- “Year and Month of Enrollment and Graduation”: Do not forget to fill in “months” as well as year.
- Do not forget to fill in “Total years of schooling attended as of April 1st, 2021”.

c) Photograph

- Paste a photograph with glue (do not staple) to the 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.)

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 after the written exams.**

b) **For more details, please read the application guideline page 2, No.4. DIRECT**

PLACEMENT.

[The following documents must be submitted as well]

③ Academic Transcripts for all school years of Secondary School: (You will be requested to submit the original document after written exams according to its result)

- 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) 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: (You will be requested to submit the original document after written exams according to its result)

- 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) If the certificate is written in Arabic, a certified translation in English or Japanese must be attached.

⑤ Letter of Recommendation: (You will be requested to submit the original document after written exams according to its result)

- 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 stamped by the recommender. The letter must be written in English or Japanese.

⑥ Medical Certificate (the designated 2021 form) : (You will be requested to submit the original document after the interview according to its result)

Due to the COVID-19 situation you can fill the form by yourself, no need for x-ray examinations at medical institutions. However, for the applicants who pass the interview will be additionally requested to have a medical check at any hospital or clinic either private or governmental. In that case the form must be filled by hospital doctors and stamped or signed by hospital.

⑦ Certificate of Enrollment in a University (For only those who are currently enrolled in a university): (You will be requested to submit the original certificate after written exams according to its result)

- a) PDF Document must be scanned from the certificate attested by an authorized person of the university with an official stamp.
- 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: (You will be requested to submit the original document after written exams according to its result)

- 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.

⑨ Certificate of Language Proficiency: (You will be requested to submit the hard copy after written exams according to its result)

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

⑩ Essay: (You will be requested to submit the original document after written exams according to its result)

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

⑪ Photo page of your passport :

- a) If you do not have the passport, please submit scanned photo of your personal ID card or scanned photo of your birth certificate instead.

⑫ Check Sheet