

# **Joint Japan / World Bank Graduate Scholarship Program (JJ/WBGSP) Applicant FAQs**

## **WHERE CAN YOU STUDY**

### **Can I receive a JJ/WBGSP scholarship for any master's program I apply to?**

No. This scholarship is only available for studying at a master's program granted "preferred" or "partner" status by the JJ/WBG Scholarship Program. The lists of "preferred" and "partner" graduate programs are posted on the Scholarship Program's website <http://www.worldbank.org/scholarships>.

Universities have many graduate programs, but JJ/WBGSP scholarships are only for those programs listed on the Scholarship Program website. If a university's graduate program is not posted on the Scholarship Program website as having "preferred" or "partner" status, you cannot receive a JJ/WBGSP scholarship to attend that graduate program. For example, the Mid-Career MPA Program (The Masons Program) at Harvard, is not granted "preferred" or "partnership" status, therefore the JJ/WBG Scholarship Program does not provide scholarships to students enrolled in that program.

Likewise, double or dual-degree programs with one of our preferred programs are not accepted unless they are explicitly listed on our preferred programs list.

### **Can I receive this scholarship for undergraduate studies, PhD studies, or non-degree graduate studies?**

No. This scholarship does not sponsor PhD studies, undergraduate studies, distance learning programs, short-term training, conferences, seminars, thesis writing, or research projects.

### **Can I apply this year using a 2015-16 admission letter that was deferred one-year and unconditionally by one of the preferred master's program?**

Yes. In the application field for uploading the admissions letter, please upload the document from the master's program indicating its agreement to defer your admission to 2016-17.

## **BENEFITS**

### **Would the scholarship support VISA application(s) and related expenses?**

No.

**Will the scholarship cover costs to bring and support family members during my studies?**

No.

**Will the JJ/WBGSP Secretariat provide support for or respond to inquiries regarding an applicant's family members wanting to obtain a VISA to accompany the scholar while studying abroad?**

No.

## **ELIGIBILITY**

**How can I tell if I meet the eligibility requirements?**

The eligibility requirements are clearly listed in the application guidelines. No exceptions are made. It is up to the applicant to assess whether or not he/she is eligible. In almost all cases the JJ/WBGSP Secretariat will not respond to inquiries presenting applicants' circumstances and requesting eligibility assessments. It is up to an applicant to apply the eligibility criteria to their particular circumstances.

**Do you make exceptions regarding the required number of years of development-related experience since obtaining a Bachelor's Degree?**

No. ALL eligibility criteria are strictly adhered to. No exceptions are made.

**Can part-time work or volunteer work meet the eligibility criteria for development-related experience?**

Yes. Please be explicit in your CV regarding when and where you worked part-time. On your CV, please indicate on average percentage of time per week you worked. For example, if you worked 50% of the time continuously for six years in a development-related field since earning a Bachelor degree, you have fulfilled the requirement in terms of number of years of employment.

**What does "development- related" mean in terms of eligible work experiences?**

If none of the options of topics in the application form match your professional experience, then you must define your development-related topic in the last option: "other please specify." In the review process (and not before), will the JJWBGSP determined if that topic is development-related.

**Does mandatory National Youth Service Corps or mandatory military service count towards required years of employment?**

No. You can include mandatory community / service corps experience under “volunteer community involvement.”

## **RECOMMENDATIONS**

### **Can anyone provide a recommendation?**

No. Recommenders must be individuals who can attest to your professional experiences at work. If you have had paid employment, it is strongly preferred you seek professional recommendations from people you have worked with during your paid employment. Recommendations from your current or former supervisor(s) are also preferred, but not required.

### **Can a professor I studied under provide a recommendation?**

No. Recommendations from professors who know you only in your capacity as a student are not acceptable. For example, if you know a professor because you took his/her course(s), that is not considered a professional relationship. Alternatively, if you know a professor because he was your colleague or supervisor at the time you were a hired lecturer at the university, that is a professional relationship. In that instance, the professor can provide a recommendation regarding your professional qualifications / attributes *that he/she has observed*. If the same person also had you as a student, observations from your professor/student relationship cannot be part of the recommendation.

### **How do I submit letters of recommendation?**

In the online application, you must submit only one email address for each of your recommenders. We will send each recommender an email with instructions on how to submit his/her recommendation. Please refer to the document “Navigating your Online Application” posted on the Scholarship Program website.

### **May I give a personal email address for my recommenders?**

Yes. You may submit the recommender’s Gmail, yahoo or other personal email address, but if an institutional email address is available, please use the institutional email address.

### **Can a person providing a professional recommendation for me write in any language?**

No. Recommenders must write their recommendation in either English, Spanish or French.

## **My recommender says they have not received the email sent from the JJ/WBGSP with my recommendation request. What should I do?**

First please verify the email address you submitted for your recommender on your application is correct, and that you entered the email address alone in the response field without any other text, extra email addresses, or other characters.

Second, please contact your recommender to ensure the email (from **recommendations@wizehive.com**) has not gone to their junk mail and this email address is on their safe sender lists.

Third, if they still cannot find the email, please try sending the recommendation request again. Instructions on how to resend the email to the recommender can be found in “Navigating your Online Application” under the heading “To remind your recommender to send his/her email.”.

Finally, if the recommender has an alternate email address, you may want to try sending the request again to the alternate email.

If none of the steps above work, please send an email to [scholarshipapplicants@worldbank.org](mailto:scholarshipapplicants@worldbank.org) explaining the issue. Be sure to include your full name and the name and email of your recommender.

## **Can my recommender share the email requesting their reference with my other recommender?**

No. Each recommender will receive an individual email with a unique link to an online reference form he/she must complete. Only his/her reference can be submitted using this link. If the recommender shares the link with other recommenders, his/her reference may be overridden.

## **APPLICATION PROCESS**

### **How do I apply?**

The online application is currently open. Visit [www.worldbank.org/scholarships](http://www.worldbank.org/scholarships) and navigate to:

[JJ/WBGS Program](#) > [JJ/WBGSP Overview](#) > [Developing country applicants](#)

The webpage "developing country applicants" has all of the instructions, documents and the link to the online application. Please note, the application form is only provided in English.

**Can I send my required documents (proof of employment, CV, degree certificate) to The World Bank / JJ/WBGSP Secretariat via email or postal mail?**

No. We require applicants upload their required documents using the online application form. We will not review any documents an applicant provides by email, post or any means other than the online application form.

**What is the deadline for submitting a completed application?**

Noon, Washington DC time (Eastern Standard Time EST) Thursday, March 10, 2016.

**What makes an application complete?**

An application is complete if:

- (i) It is submitted by the Application Deadline.
- (ii) It includes a completed application form and two professional references that adhere to the application guidelines.
- (iii) The application is submitted either in English or in the language of the applicant's master's degree program (ENG/FR/ES) as detailed in the application guidelines.

Individuals who submit more than one application will be disqualified.

**In addition to a completed application, are there other requirements I have to fulfill to receive the scholarship?**

Yes. Finalists for the scholarship will be required to submit other documentation before JJ/WBGSP awards a scholarship. Please refer to the section "ADDITIONAL REQUIREMENTS FOR FINALISTS" of the application guidelines.

**Can I still apply if I am receiving a partial scholarship from another source for the same master's program I am applying to?**

Yes. This will not affect the review of your application. If you are awarded a JJ/WBGSP scholarship, the benefits will be adjusted accordingly.

**How will I find out if I was awarded the scholarship? Will I find out if I was not awarded the scholarship?**

All successful applicants will be informed by email from the Joint Japan/World Bank Scholarship Program by mid-July 2016. On or before mid-July 2016, we will post an announcement when all selected scholars have been informed. The program will not be informing unsuccessful applicants.

### **Can I apply again next year?**

Having a previous unsuccessful application(s) is not a factor in determining the merits of an application. Applicants must meet all eligibility criteria corresponding to the year in which they apply.

### **QUESTIONS SPECIFIC TO THE APPLICATION FORM**

#### **How can I upload a scanned copy of my signature onto the Signature Page?**

Applicants must type their name in the field for the Signature. Do not attempt to upload a scanned / electronic signature.

#### **Should I include an internship in the Employment section?**

You should list paid internships under the “Employment” section.

You should list unpaid internships under the section: “volunteer community activities” and / or include this experience in your CV, being explicit in your CV that the work was unpaid.

#### **Do I have to get a certified translation for documents required to be translated?**

No.

#### **Are academic transcripts required?**

No. Academic transcripts are not considered in the review of your application. You must however submit the official certification of the most advanced university degree earned, which may or may not include a transcript.

#### **What should I do if I cannot document my employment record because my employer no longer exists?**

Please make note of this problem when you answer the last question of the “Statement of Purpose.” If you are selected as a finalist, we may ask you to produce other corroborating documentation before a scholarship is provided.

#### **Can I write in any language?**

Application forms must be submitted either in English or in the language of the applicant’s master’s degree program. For example, if you are a native Spanish speaker

applying to a preferred master's program in the United States, you must complete your application form in English. If you are a native French speaker applying for a preferred master's program in France, you may complete your application form in English or French.

**The ordering of dates (day / month / year) in the application form are different than the custom in my home country, so information given by my references may be different than what is written in the application form.**

In the application form and the CV you upload, please conform to the format provided (day / month / year) and (month / year). During the review we understand information provided by references may use other conventions, e.g. (month / day / year).

**What does “\*” preceding a question mean?**

A “\*” next to a question in the online application indicates this information is required to complete and submit the application form.

**Do I have to complete each question of the application form?**

No, only those questions preceded by a “\*”

**Can I put down an address different than my permanent address?**

No. Use your permanent address. Do not put down an address of a relative or a friend. Do not worry about the reliability of postal correspondence from us to you. If we need to communicate with you, we will do so only by email.

**Why isn't my master's program in the drop down menu?**

If the master's program you have applied to does not appear in the drop down menu of “Preferred University Study Programs” it is not a program that is eligible for a scholarship.

**Is proof of admission to the preferred master's's degree program(s) I list on my application." required at the time of application?**

It is **not** required you have proof of admission to one of our preferred university graduate programs **at the time you submit your application**. However, if later in the selection process you become a finalist, you will be asked to send to the Secretariat a copy of the official letter of acceptance into a preferred master's program noted on your Application Form that is either: (i) Unconditional; or (ii) Conditional only upon securing funding.

Please refer to the section “ADDITIONAL REQUIREMENTS OF FINALISTS FOR THE SCHOLARSHIP” in the Application Guidelines for the deadline to submit your letter of acceptance and other details.

**On the Financing Page, there is a question which asks "Indicate by percentage, the source of financing for earning your highest university degree." Is this question for the existing degree I have? Or is it for the master's degree for which I am applying for the scholarship?**

This question refers to your highest degree already attained, not to the preferred master's program you are applying. Usually this will be your bachelor's degree (or equivalent), unless you have already completed and attained a master's degree.

**If I am accepted into several schools, can I make several applications for the JJ/WB scholarship, or should I make one JJ/WBGSP application per each program?**

Even though you could be accepted into more than one preferred program, you should only make one JJ/WBGSP application. The online application will give you the opportunity to list and upload admissions for up to 5 preferred programs. If you submit more than one application, your applications will be disqualified.

**What if I did not receive an email from [applications@wizehive.com](mailto:applications@wizehive.com) after submitting my Application Form?**

If there is a large number of applications being submitted at the same time, it may take up to four hours for you to receive the email. If after that timespan of 4 hours, the lack of an email from [applications@wizehive.com](mailto:applications@wizehive.com) means that either that you did not submit it, that you entered an incorrect email when you first registered for the online application, or that the email went to your Junk Mail. As this email is the means by which JJ/WBGSP will be contacting successful applicants, it is imperative that you are able to receive emails from us. If the email went to your Junk Mail, make sure that you add the email address to your trusted contacts list. If you still cannot find an email notifying you that your Application Form is submitted, please correspond with us via email at: [scholarshipapplicants@worldbank.org](mailto:scholarshipapplicants@worldbank.org). Remember we cannot guarantee a response to any inquiries within 3 business days of the application deadline.