



Japanese Association of University Women

2018 JAUW INTERNATIONAL FELLOWSHIP PROGRAM INSTRUCTIONS

Instruction for Application

- ✓ Applicants must submit a full set of the Application documents specified in the table below at the time of application.
- ✓ Applicants must use the designated forms for Application Form Part 1 & 2 that can be downloaded from http://www.jauw.org/english/e_index.html
- ✓ Applicants have to find a host university or institution in Japan by themselves, and have to submit, at the time of application, a Letter of Acceptance from that host or from your prospective supervisor thereof. The Letter of Acceptance needs to be prepared using the designated form of letter downloadable from http://www.jauw.org/english/e_index.html. JAUW will not extend any help regarding this matter.

Set of Application documents
1 5 copies of Application Form Part 1 (Personal Data)
2 5 copies of Application Form Part 2 (Proposal & Related Data)
3 Recommendation letters (⇒see No.6 of Application Form Part 1) from three different individuals. Each letter should be signed by the writer and enclosed in a sealed and signed envelope.
4 A letter of acceptance/confirmation/ invitation (referred to as a letter of Acceptance), written by your host supervisor or collaborator of your study/research in Japan. <i>The original letter of Acceptance is required.</i> <i>No pdf file is accepted.</i>
5 A medical certificate of health issued by a qualified medical doctor stating in English that you are healthy enough to conduct your study in Japan for the proposed period.
6 A photo, 3.5 cm X 4.5 cm, of yourself to be put on one of the Application Form Part 1.

- ✓ Application documents **must be typed in English**. Application documents prepared in languages other than English as well as in hand-writing will not be reviewed.
- ✓ Please be sure that all the Application documents inclusive of the recommendation letters, the acceptance letter and the medical certificate must be **placed in one single packet** to send to JAUW (⇒ see below for Postal address).
- ✓ Applications must arrive and be received by JAUW no later than March 31, 2018. Application documents received later than that date will be excluded from the review.

Applicant Eligibility

1. Applicants must be of non-Japanese women in the age below 45.
2. Applicants must live outside Japan at the time of application.
3. Applicants must hold a Master's Degree or above.
4. Applicants need to identify an institution/university in Japan where to conduct research. They need to have contacted and obtained a consent from a host at the identified institution/university before application.
5. Applicants have to answer the financial aid questionnaire (in Application Form Part 1), related to other fellowship applications.
6. Applicants have to give a brief account of the use of this fellowship (e.g.: tuition including entrance fee, if any, and transportation expenses).
7. Applicants should understand that the program cannot be extended in all events.

Responsibility when selected as awardee

- You must arrange own accommodation yourself with a help by your supervisor in Japan.
- You must engage in the proposed study/research for which the grant is awarded
- You must submit a written summary report of 500 to 700 words by the end of the funding period,
- You will be asked to make an oral presentation on your research/study report toward the end of the funding period at a meeting to be held by JAUW,
- You should refer to JAUW support as acknowledgment when you publish research results obtained during this program.
- When you need to change your initial schedule due to unforeseen or unavoidable reasons, you have to get a prior written approval from the JAUW President.
- Any serious delay in the official procedure such as delay in the issuing of your visa, despite no fault on your side, may result in the cancellation of the grant.

Mail Address to send your Application Documents

**International Fellowship Committee
Japanese Association of University Women
11-6-101 Samoncho, Shinjuku-ku,
Tokyo 160-0017,
JAPAN**

WARNING: We do not accept applications by e-mail. Applications sent by e-mail will never be reviewed.

Announcement of Results

The winners of this fellowship will be notified by e-mail in the middle of June, 2018. Toward the end of June in 2018, their names will be made public on the JAUW web-site.

We will send an e-mail notifying the results to all the other applicants by around the end of June 2018.

JAUW President : Prof. Emerita Yaeko Sumi
Committee Chair : Prof. Emerita Michiko Iwamura

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