Joint Japan/World Bank Graduate Scholarship Program (J/J/WBGSP)

APPLICATION GUIDELINES FOR J/J/WBGSP 2015 SCHOLARSHIP

FOR DEVELOPING COUNTRY NATIONALS*

*Attention! These Guidelines are not valid for applicants who are Japanese nationals. For more information about scholarships for Japanese Nationals and other scholarship programs that are administered by the World Bank, please visit the Program website: http://www.worldbank.org/scholarships

I. APPLICANTS MUST MEET ALL OF THE FOLLOWING CRITERIA FOR THEIR APPLICATION TO BE REVIEWED:

1. Preferred University Masters Program: The applicant has separately applied for the 2015-16 academic year admission to one of the J/J/WBGSP preferred university masters programs that is listed on the J/J/WBGSP website and that is located outside of the applicant’s country of citizenship and country of residence. Please note that individuals currently studying in a J/J/WBGSP preferred university masters program cannot receive a J/J/WBGSP scholarship.

2. Eligibility Criteria:
The applicant must meet the following eligibility criteria:

- Be a national of a World Bank member country eligible to borrow.
- Not be a dual citizen of any developed country.
- Not be an Executive Director, his/her alternate, staff (including consultant) of the World Bank Group (the World Bank, International Finance Corporation, International Development Association, Multilateral Investment Guarantee Agency, and International Center for Settlement of Investment Disputes), relative or in-law of the aforementioned.
- Holds a Bachelor’s degree (or equivalent university degree) earned before 2012.
- Have at least 3 years of development-related experience since earning a Bachelor’s degree (or equivalent university degree)
- Have, by the notification of the scholarship award, been accepted unconditionally (except for funding) to enroll in the upcoming academic year in one of the J/J/WBGSP preferred university masters programs that is listed on the J/J/WBGSP website, that is located outside of the applicant’s country of citizenship and country of residence.
- Be in good health, as certified by a medical doctor, with respect to the capacity to be a productive scholar for the duration of the masters program.

3. On-line Application: An application will be accepted and reviewed if the applicant submits only one completed application electronically through the on-line application site by the application deadline of noon, Washington D.C time (Eastern Standard Time/EST) on Thursday, March 19, 2015. An application is considered complete if it includes: (i) a completed Application Form (which includes an applicant’s agreement to conditions stated on the Signature Page of the Application Form); and (ii) recommendation letters from two people who...
have direct knowledge of the applicant's professional experience. Please note that individuals who submit more than one application will be disqualified.

4. **Professional Recommendations Process:** The applicant can have only two recommendations – one is not sufficient and three or more is not permitted. It is strongly recommended that at least one of the two required professional recommendations be from a current or former supervisor. Recommendations from professors/lecturers based on your status as a student do not qualify.

To fulfill the required two professional recommendations, **complete and submit the Reference Request Form in the online application.** Refer to the documents ‘Accessing your online application’ and ‘Navigating your online application’ to help you complete and submit this form. The Recommendation Request Form requires the applicant to identify the name and email address for each of the two recommenders. It is the applicant’s sole responsibility to make sure that the email contact information you provide on the Recommender Request Form is accurate. Unless there is an unusual circumstance, we require that the email address is from the professional institution of the person providing a recommendation. For example, use of gmail, yahoo, and other similar email addresses are highly discouraged. If this type of email is used, JJ/WBGSP may verify the professional association of your recommender as part of our review process.

*Helpful advice: Applicants should submit the Recommendation Request Form as soon as possible so to give sufficient time for the recommenders to meet the application deadline. Applicants can submit the Recommendation Request Form before submitting the Application Form. We also suggest that you first get the agreement from your recommender that they are willing to provide a recommendation before you submit their contact information.*

Once the Reference Request Form is submitted, the JJ/WBGSP Secretariat will notify your recommenders by the email address recommendations@wizehive.com that you have asked him/her for a recommendation and that he/she should submit electronically the reference to the JJ/WBGSP Secretariat by the application deadline. **Please note that the email to a recommender is usually sent by JJ/WBGSP within 5 minutes of the applicant submitting the recommender's contact information through the on-line application. If the recommender does not receive the email, please ask him/her to check their junk mail folders for an email from recommendations@wizehive.com.**

*After each recommender submits his/her recommendation you will receive a confirmation email.*

**Attention:** If the two recommendations submitted through the Recommendation Request Form are not received by JJ/WBGSP by the application deadline, the application will not be reviewed. It is the responsibility of the applicant to ensure that his/her recommenders meet the application deadline.

5. **Language:** The applicant must complete the Application Form either in English or in the language of their master degree program. (For example, a completed Application Form written in French by an applicant who is seeking a scholarship to attend a preferred university in the United Kingdom will not be reviewed).

Please note that completing the Application Form includes uploading scanned copies of: (i) the proof of employment; and (ii) a certified copy of the applicant’s most advanced university
degree. For each of these documents not written in English or in the language of their master degree program, that document must be translated into English or into the language of the masters degree program. Both the document in the original language and the translated document must be uploaded into the Application Form.

II. COMMUNICATION WITH THE JJ/WBGSP SECRETARIAT

1. Emails from the JJ/WBGSP Secretariat:

An applicant will be notified three times by email during a successful application process:

   i) From recommendations@wizehive.com confirming that the first of your two required recommenders submitted his/her recommendation.

   ii) From recommendations@wizehive.com confirming that the second of your two required recommenders submitted his/her recommendation.

   If you have not received both of these emails from recommendations@wizehive.com, please follow up directly with your recommender(s). Bear in mind that if we do not receive the two required recommendations by the application deadline, your application will be considered incomplete and will not be reviewed.

   iii) An email from applications@wizehive.com confirming that your online Application Form has been submitted and received.

   If you have not received this confirmation email, please return to the online Application Form and submit again. If you have successfully submitted the form you will no longer be able to access it.

When you receive all three emails, your application is complete.

2. Inquiries from applicants to the JJ/WBGSP Secretariat:

Please refer to the Frequently Asked Questions (FAQs), written in English, on our website if you have a question regarding the on-line application or the application process in general that is not answered by other information presented on our website. The FAQs will be updated regularly during the call for applications.

If the answer to your question is not contained in the FAQs or other parts of our website, you may email: scholarshipapplicants@worldbank.org.

You will not receive a reply from us if the answer to your question can be found on our website. In the rare cases that your question is not answered on our website, we will aim to reply to your email inquiry within 3 business days. While we will read emails in Spanish and French, we will write emails only in English.

Attention: We do not guarantee that we will reply to any inquiry received less than 3 business days before the application deadline. The application process is lengthy, so to avoid any last minute issues please try to submit your application at least one-week ahead of the deadline.
III. SELECTION

After you submit your completed application it will go through a multi-step selection process, described on the ‘Selection’ page of our website. For those applications identified as finalists, the JJ/WBGSP will request the following additional information:

A. LETTER OF ACCEPTANCE

For masters programs that provide a letter of acceptance before May 14, 2015:

1. The JJ/WBGSP Secretariat will contact via email each finalist on or before May 14 2015 and ask that he/she deliver via email by May 19 2015 the following two required documents:
   (i) Scanned copy of the official letter of acceptance into a preferred master program that is noted on your Application Form, with the letter either:
       o Unconditional; OR
       o Conditional only upon securing funding.
   (ii) Scanned copy of the identification page of the finalist's Passport or other legal document (birth or marriage certificate), with the name IDENTICAL to the one submitted on the application form.

In addition, each finalist will be asked on or before May 14 2015 to obtain and submit to JJ/WBGSP within 30 days a certificate of good health from a medical doctor (see Eligibility Criteria above). Please note that failure to produce these three documents on time will result in disqualification.

For example, if the letter of acceptance to the preferred master program is conditional upon fulfilling the university's language testing requirement, the finalist is disqualified.

For masters programs that provide a letter of acceptance on or after May 14, 2015:

1. The JJ/WBG Scholarship Secretariat will inform the scholarship finalists within two weeks after the preferred master program’s administration shares with the Scholarship Program the names of the scholarship applicants who are accepted to their master program.

2. Before the finalist is awarded the scholarship, she/he must send the following three documents via email to the JJ/WBG Secretariat at least three months prior to the start of their masters program:
   (i) Scanned copy of the official letter of acceptance into a preferred master program that is noted on your Application Form, with the letter either:
       * Unconditional; OR
       * Conditional only upon securing funding.
   (ii) A scanned copy of the identification page of his/her Passport or other legal document (birth or marriage certificate), with the name IDENTICAL to the one submitted on the Application Form; and
   (iii) A certificate of good health that is less than three months old (See Eligibility Criteria above).

Please note that failure to produce these three documents on time will result in disqualification. For example, if the letter of acceptance to the preferred master program is conditional upon fulfilling the university's language testing requirement, the finalist is disqualified.
B. CERTIFICATE OF GOOD HEALTH

All winning scholars will be requested to provide a certificate of good health from a medical doctor that is less than three months old on the start date of their program. We encourage those finalists that start their program before October 2015, to provide the health certificate at the same time that we request your passport or other official identity document.

Attention! Under no circumstances will the JJ/WBG Secretariat defer awarding a scholarship to a finalist due to failure of the applicant to produce required documentation on-time.

Attention! Winners of our scholarship who will study in the United States are required to travel to the US on a J-1 Visa. The World Bank will rescind the scholarship if the scholar travels to the United States by any other means.