

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 2016-17 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 2017-18. The admissions letter you submit must reflect the University's approved and unconditional (except for financing) deferral to the 2017-18 academic year.

Can I apply this year using a 2016-17 unconditional admission letter I received to enter the preferred master's program last year?

No.

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

Are people who are World Bank Group short-term temporary or consultants during the call for applications eligible?

No staff of the World Bank Group, including any type of consultant contract, are eligible. This includes consultants whose contract with the World Bank Group ends at any point during the timeframe the call for applications is open.

Do I have to return home to contribute to my country's development, or can I enroll in a PhD program abroad after JJWBGSP funds my masters degree?

Your intent does not preclude you from applying. Your application will be reviewed if you meet the eligibility criteria. You should mention your career plans in the Statement of Purpose.

I received a Medical Degree, but not a Bachelor's Degree. There were two components to earning the medical degree: fulfilling course requirements and undertaking clinical work, and I got my degree after complete both components. Am I eligible if it has been at least three years since fulfilling my course requirements, but it has not yet been three years since earning the medical degree?

No. You must have three years of development related work experience after earning your first university degree (Bachelor's or equivalent).

Is work on a master's program considered as formal employment, particularly if it was a master's program related to development?

A period of graduate study, even if it was related to development, does not count toward the development-related employment requirement.

I have already completed a master's program, but meet all the criteria mentioned in the application guidelines. Am I still eligible for this scholarship to pursue another master's degree?

Yes. You can have an earlier master's degree and still apply for a JJ/WBGSP scholarship for another master's degree.

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 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.

Can volunteer work be counted toward meeting the eligibility criteria for development-related experience?

If you are a citizen of a country listed in Annex 1 of the Application Guidelines, time spent in development-related volunteering can be counted to meet the eligibility criteria for development-related experience. Otherwise, no.

Can an internship be counted toward meeting the eligibility criteria for development-related experience?

Yes, if the internship was paid.

If the internship was unpaid, you should list it under the section: "volunteer community activities" and / or include this experience in your CV, being explicit in your CV that the work was unpaid.

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 JJ/WBGSP 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. Having at least one recommendation coming from your current or former supervisor is 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 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

Can I apply for a scholarship if I have not yet received an admission letter to one of the preferred master degree programs?

Yes. At the time you submit a scholarship application, it is not required you have proof of admission to one of our preferred university graduate programs. Not submitting the admission letter at the time you submit the scholarship application will not affect the review / assessment of your application.

However, if later in our selection process you become a semi-finalist, you will be asked by and required to send to the JJWBGSP Secretariat a copy of the official letter of admission into a preferred master's program noted on your Application Form that is either: (i) Unconditional; or (ii) Conditional only upon securing funding. After you apply for the scholarship, do not send us any admission letter from a preferred master degree program, unless you are instructed to do so by the JJWBGSP Secretariat.

Review carefully the Scholarship pplication Guidelines for further detail.

If I am applying to a partner program as well as some of the preferred programs, do I have to wait until scholarship nominations are released by the partner program before I apply for the JJW/BGSP preferred scholarship?

No. You can apply for a JJ/WBGSP scholarship to a preferred program, while applying to a partner program. You do not have to wait until JJ/WBGSP scholarship nominations by the

partner program are released. However, if you are offered a scholarship by the partner program first, you will have to decide on that opportunity before learning about any possible scholarship offer to attend a preferred program.

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.

QUESTIONS SPECIFIC TO THE APPLICATION FORM

I have changed my last name because of getting married, so my documents do not all have the same name. What do I do about that?

In Question #4 in the Statement of Purpose explain why the name(s) in your uploaded document(s) vary compared to the name you use for the application form.

For the application form question: "What has been your main country of residence over the past 1 year?" applicants should list the country they have lived in over the most over the past year, irrespective of the type of legal status (on a VISA, as a permanent resident, as a citizen, etc.)

I have more than one diploma/certificate related to my most recent degree. Which one do I send?

If you have multiple diplomas/ related to your most recent degree, please scan all of the diplomas into one file and upload them all through the online application. Do not include a transcript, or use a transcript as a substitute for the diploma/certificate. A scanned copy of the diploma/certificate you received at the time of graduation is sufficient. You do not have to ask the university for a newly certified copy of the diploma you received.

Are there any restrictions on the format or number of pages for my CV?

No.

What types of documents from my employer can I use as proof of employment?

Proof of current employment requires a signed and dated letter from your employer written within the last three months. Any proof of employment should be on your employer's letterhead, state the timeframe you were an employee, and be signed by an authority such as head of human resources or your manager. It would be best if this letter also lists your last title or position. The letter can be addressed to "JJWBGSP Secretariat," "To Whom it May Concern," or to the applicant. Documentation of past employment can be the letter of offer of employment sent to the applicant.

What type of document can I use as proof of employment if I am self-employed or a founder of an organization?

If you are self-employed or the founder of an organization in which you work, you must upload the government issued document that indicates when the organization (business or non-for-profit) was registered with the government. If the organization is not registered, it is not considered formal employment, and your work in that organization should be listed in the VOLUNTEER page of the application form.

What if I have more than one current employer?

In the CURRENT EMPLOYMENT Section, enter the employer with which you are working the most. In the EMPLOYMENT HISTORY section, enter the other current employer(s) and indicate that the end-date is Scholarship Application deadline date. And in the last question in the STATEMENT OF PURPOSE, note that you have more than one current employer.

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.

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.

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 “*”

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.

Do I have to apply for admission to a preferred master degree program, in addition to applying for this scholarship?

Yes. We suggest you consult the university/ies for the timeline and admission requirements into the preferred master program(s) you are seeking a JJWBGSP scholarship. The scholarship application guidelines indicate the timeframe by which you need to have received admission from the university into at least one the preferred master degree program you note on your scholarship application.

Should I complete multiple applications, one for each preferred master degree program I am seeking a scholarship for?

No, you can complete only one application. You have the option of listing up to five preferred master degree programs you are seeking admissions for the upcoming academic year.

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 EDUCATION 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.

In the JAPAN FINANCING Page, how do I answer the question "Regarding this application, in case you receive the JJWBGSP scholarship, do you have or plan to seek any additional sources of funding to finance the master degree? (Funds could include salary/ wages, fellowships, other scholarships, etc.)" if I am applying to multiple master degrees and the potential financing differs across these master degree programs?

Answer the question for the degree you list first in the First Choice University Master Program you list in the PREFERRED UNIVERSITY MASTERS PROGRAM page.

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 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 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. Remember we cannot guarantee a response to any inquiries within 3 business days of the application deadline.