



2020 JAUW INTERNATIONAL FELLOWSHIP PROGRAM INSTRUCTIONS

Instruction for Application

- 1 Applicants must submit a completed Personal Registration Information (Electronic Data Format) downloadable from http://www.jauw.org/english/e_index.html to JAUW by **E-mail**:
internationalfellow@jauw.org
- 2 In addition, applicants must prepare a full set of the Application Documents specified in the table below, and send them in a single package to JAUW **by postal mail**:
International Fellowship Committee,
Japanese Association of University Women
11-6-101 Samoncho, Shinjuku-ku, Tokyo 160-0017, JAPAN
- 3 Applicants must use the designated forms for Application Form Part 1 & 2 and the Electronic Data Format, all of which can be downloaded from http://www.jauw.org/english/e_index.html.
- 4 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. JAUW will not extend any help regarding this matter. The Letter of Acceptance needs to be prepared using the designated form downloadable from http://www.jauw.org/english/e_index.html.

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 with sign and e-mail address (⇒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 copy of a letter of 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>Please ask him/her to send the original Letter of Acceptance by postal mail directly to JAUW. In addition, be sure to ask him/her to send to you the pdf file of the said Letter of Acceptance, whose printed copy you should include in your application package.</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.

- 5 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.
- 6 Applications must arrive and be received by JAUW no later than March 31, 2020. Application documents received later than that date will be excluded from the review.

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

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. The period of stay in Japan under this award is for 4 to 6 months between October 2020 and March 2021.
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 any event.

Announcement of Results

The winners of this fellowship will be notified by e-mail in the middle of June, 2020. Toward the end of June in 2020, 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 2020.

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.

JAUW President: Prof. Emerita Yaeko Sumi
Committee Chair: Prof. Emerita Michiko Iwamura
internationalfellow@jauw.org

