

# Japanese Studies Fellowship Program Application Instructions

For Fiscal 2024-25 [RJS-FW 2024]



## 1. Objective

In order to promote Japanese studies overseas, this program provides scholars and researchers in the field of Japanese studies with opportunities to conduct research in Japan.

## 2. Eligible Fields of Research

Humanities and social sciences.

## 3. Categories

There are three categories within this program:

### (1) Scholars and Researchers (Long-Term) (4 to 12 months)

Scholars and researchers who have a Ph.D. degree or equivalent professional experience at the time of application, and are conducting research related to Japan (comparative research included) using methods from the humanities and social sciences, whose projects require them to travel to Japan to carry out research over a long period of time.

### (2) Scholars and Researchers (Short-Term) (21 to 89 days)

Scholars and researchers who have a Ph.D. degree or equivalent professional experience at the time of application, and are conducting research related to Japan (comparative research included) using methods from the humanities and social sciences, whose projects require them to travel to Japan to carry out research, gather materials, etc., intensively over a short period of time.

### (3) Doctoral Candidates (4 to 12 months)

Ph.D. candidates conducting research related to Japan (comparative research included) using methods from the humanities and social sciences, who have completed (or will have completed by the beginning of the Fellowship) the necessary course work, and find it necessary to visit Japan to complete their dissertations.

## 4. Eligible Applicants

### (1) Applicants must fulfill the following requirements:

- a. Applicants must hold nationality or permanent residency in countries that have diplomatic relations with Japan;
  - \* Taiwanese applicants, including permanent residents of Taiwan, are eligible to apply for "Scholars and Researchers (Long-Term)" or "Doctoral Candidates".
- b. Applicants must secure all arrangements with advisors/research associates in Japan by the application deadline;
- c. Applicants must be in good enough health to carry out activities and proficient in either

Japanese or English for research activities and communication;

- d. In principle, applicants must be able to stay continuously in Japan for the term of the Fellowship.
  - e. Previous recipients of Japan Foundation Fellowships (not only the Japanese Studies Fellowships but also all the other Fellowships of the Japan Foundation) are eligible to reapply only if, on April 1, 2024, a full three years has elapsed since the termination of their most recent Fellowship. Previous "Scholars and Researchers (Short-Term)" Fellows are eligible to reapply only if, on April 1, 2024, one full year has elapsed since the termination of their most recent Fellowship.
- (2) Individuals meeting any of the following conditions are not eligible to apply:
- a. Applicants in the natural sciences, medicine, or engineering;
  - b. Undergraduates; master's degree candidates; those intending to enroll in undergraduate or master's courses at universities in Japan; or graduates intending to enroll in Ph.D. courses in Japan;
  - c. Those who intend to use the Fellowship program for political or religious purposes;
  - d. Those who primarily intend to enhance their Japanese-language ability or industry-related technical skills;
  - e. Those who intend to develop and/or produce Japanese-language teaching materials;
  - f. Those who mainly intend to acquire artistic training in the area of Japanese traditional culture (tea ceremony, flower arrangement, etc.);
  - g. Those who plan to receive other grants/scholarships/fellowships covering expenses for travel to and accommodation in Japan concurrently with the Fellowship;
  - h. Those who have been in Japan continuously for more than a year dating back from April 1, 2024;
  - i. Those who apply for any other grant program of the Japan Foundation.
- \* Please be informed that applicants for JF-GJS Fellowship program, which is co-organized with the Institute for Advanced Studies on Asia of the University of Tokyo, or JF-Nichibunken Fellowship program, which is co-organized with the International Research Center for Japanese Studies, are eligible to apply for the Japan Foundation Japanese Studies Fellowship. These JF-GJS Fellowship and JF-Nichibunken Fellowship programs are for post-doctoral researchers. For further information, please inquire at [r\\_info@jpf.go.jp](mailto:r_info@jpf.go.jp) by email.

## 5. Benefits

- (1) Scholars and Researchers (Long-Term) and Doctoral Candidates
- a. Benefits provided once:
    - (a) Airfare: Round-trip discount economy-class airfare (the most direct route between the applicant's location and Japan) (Fellows already in Japan before the commencement of the Fellowship will receive only a one-way ticket for their return flight);
    - (b) Settling-in allowance: 250,000 yen (in principle, Fellows already in Japan before the commencement of the Fellowship are not eligible for this allowance);

- (c) Departure allowance: 50,000 yen (in principle, Fellows who are to remain in Japan after their Fellowship is complete are not eligible for this allowance)
- (d) Certificate of health: Up to 50,000 yen
- (e) Insurance: Overseas traveler's insurance policy
- b. Monthly benefits
  - (a) Monthly stipend (covering living and research expenses):
    - i. Scholars and Researchers (Long-Term): 400,000 yen
    - ii. Doctoral Candidates: 310,000 yen
  - (b) Accompanying dependent allowance (if applicable): 10,000 yen/person
  - (c) Enrollment fees (if applicable): Up to 25,000 yen
- (2) Scholars and Researchers (Short-Term)
  - a. Per Diem: 17,000 yen/day
  - b. Airfare: Round-trip discount economy-class airfare (the most direct route between the applicant's location and Japan) (Fellows already in Japan before the commencement of the Fellowship will receive only a one-way ticket for their return flight.)
  - c. Certificate of health: Up to 50,000 yen
  - d. Insurance: Overseas traveler's insurance policy

## 6. Selection Policy

Project quality is evaluated on the basis of its significance to the field and to the applicant's professional development, necessity of residing in Japan for completion of the project, and feasibility in terms of time and resources. Applicants' educational background, employment history, position in their affiliated institution, and research achievements will also be considered (incumbent politicians will not be selected). For Chinese applicants, higher priority will be given to applicants aged 40 or under. For Korean applicants, higher priority will be given to applicants aged 49 or under. Applicants who have received Japan Foundation Fellowships twice or more in the past will be given lower priority.

- (1) Scholars and Researchers (Long-Term)
  - The purpose and goal of the research should be clear, and the theme should be appropriate; the goal should be achievable during the proposed term of the Fellowship.
  - Research in Japan should be essential to the project.
  - The project should be planned within a concrete and practical framework and the proposed term of the Fellowship should be of an appropriate length that enables the achievement of the project goal.
  - Applicants should hold notable achievements in their respective fields. The proposed project should be consistent with these achievements and should potentially make future contributions to the field.
  - Applicants should have potential for future development as researchers.
  - Applicants should potentially contribute to their research fields and beyond, through network-building and academic presentations, after returning from Japan.
- (2) Scholars and Researchers (Short-Term)

- Priority will be given to applicants who are likely to present the results of their research shortly after the completion of their Fellowship.
  - Other criteria are the same as for (1) Scholars and Researchers (Long-Term).
- (3) Doctoral Candidates
- Applicants are expected to submit their dissertations shortly after completing their research in Japan.
  - Priority will be given to applicants who are under 35 years of age and particularly promising as scholars of Japanese studies.
  - Priority will be given to applicants who can conduct research and communicate in Japanese.
  - Other criteria are the same as for (1) Scholars and Researchers (Long-Term).

## 7. Application Procedures

- (1) Submission of application forms and deadline
- a. Applicants who have U.S. citizenship or permanent residency\*
- Applications must be submitted online at <https://jfnfellowship.smapply.io/> (the Japan Foundation, New York website). The application deadline is December 1, 2023, 11:59 p.m. (Eastern Standard Time).
- \* Those who do not reside in the U.S. are included. However, applicants who hold U.S. citizenship and permanent resident status in another country in which they are residing (except for Japan) fall under the following "Others."
- b. Others
- (a) Application deadline  
December 1, 2023, 3:00 p.m. (Japan Standard Time)
- (b) How to apply
- i. Download the application documents from the website below:  
<https://www.jpf.go.jp/e/program/intel.html>
  - ii. Complete your application documents, following the Application Instructions and the Application Documents Completion Guide.
  - iii. Upload your application documents to the Online Application Portal.  
Online Application Portal: <https://www.apply.jpf.go.jp>  
\* Visit the website to view the manual for this procedure.
  - iv. Please request that your referees/recommenders and others (depending on the category of application) upload their files (Reference Forms) to the dedicated URL, which you can issue via the Online Application Portal.
- (2) Notification of results  
By the end of April 2024
- (3) Points to note
- a. Multiple applications from the same person may be invalid.
  - b. The Japan Foundation will notify the academic advisors/research associates of successful applicants of the results, but will not notify referees/recommenders, or the advisors/research

associates of failed applicants.

- c. We cannot respond to any inquiries about selection progress or reasons for selection.

## **8. Basic Terms and Conditions**

- (1) Applicants are responsible for making the necessary arrangements for institutional affiliation and an advisor/research associate. Fellows are also responsible for finding their own accommodations.
- (2) The Japan Foundation Fellowships are tenable only in Japan. No extension of the duration of the Fellowship can be allowed for any reason whatsoever.
- (3) The Fellowship's commencement date for FY2024 must fall between June 1, 2024 and March 15, 2025. However, the commencement date may change due to preparation difficulties on the Japanese side.
- (4) In principle, no change in the month of the commencement of the Fellowship will be allowed. If a grantee must change their commencement date due to unavoidable circumstances, they must explain the reason beforehand and obtain the Japan Foundation's approval. Under no circumstances is it possible to change the commencement month from a later date to June due to preparation difficulties on the Japanese side.
- (5) If a successful applicant is offered any other grant, scholarship, or fellowship covering expenses for travel to and accommodation in Japan whose duration overlaps with that of the Japan Foundation's Fellowship, they must decline either the Japan Foundation's Fellowship or the other grant/fellowship for the overlapping period. When applicants decide to withdraw their applications, please notify the Japan Foundation (Headquarters in Tokyo) at "11. Contact," even before receiving the selection results.

## **9. Past Recipients**

- (1) The number of applications selected in FY2023 was 88 out of 253.
- (2) You can view past recipients of the Japanese Studies Fellowship on the following website:  
<https://www.jpf.go.jp/e/project/intel/study/fellowship/index.html>

## **10. Terms of Agreement**

By applying to this program, the applicant will be deemed to have agreed to the following statements:

- (1) Obligations of Fellows
  - a. Fellows are expected to devote their full time to their research in Japan.
  - b. In the case of being mentioned in the media during the Fellowship period, Fellows are, in principle, to specify that they are in Japan on a Japan Foundation Fellowship.
  - c. Fellows are to submit quarterly reports during the Fellowship period and a final project report. In addition, Fellows are to share information on the outcome of the project, i.e., deliverables such as books or reports, with the Japan Foundation.
  - d. The Japan Foundation does not tolerate any fraudulent activity by applicants during the application process throughout the Fellowship period. Committing any form of fraud with regard to the Japan Foundation subsidies, etc., could result in penalty measures such as a

revocation of the decision to provide Fellowships in whole or in part, the required return of benefits including additional charges, late payment charges, suspension of the applicant's eligibility to apply for a grant for a certain period of time, and/or other legal actions (Ref. "Act on Regulation of Execution of Budget Pertaining to Subsidies, etc." (Act No. 179 of 1955)).

(2) Disclosure of information on the project

- a. If the project is selected, the information such as the name of the applicant/organization and the outline of the project will be made public in the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report, on the JF's website and in other public relations materials.
- b. When the JF receives a request for disclosure of information in accordance with the "Act on Access to Information Held by Incorporated Administrative Agencies" (Act No. 140 of 2001), application forms submitted to the JF, except for non-disclosure information stipulated in such act, will be disclosed.
- c. There may be cases in which project reports, deliverables, and other related publications are released to the public for publicity purposes.

(3) Handling of personal information

a. Compliance with applicable laws

To the extent applicable, the Japan Foundation will comply with the "Act on the Protection of Personal Information" (Act No. 57 of 2003) (the "Act"), relevant cabinet and ministerial orders, various guidelines stipulated by the Personal Information Protection Commission or other organizations to which the Personal Information Protection Commission has delegated authority, the "EU General Data Protection Regulation (the "GDPR")," the Personal Information Protection Law of the People's Republic of China and related laws and regulations (the "Chinese Laws"), and other laws and regulations in relation to protection of personal information in relevant countries and regions, etc., and when handling any personal information, the Japan Foundation will properly collect, use and control the same. For more information on the Japan Foundation's efforts to protect personal information (privacy policy), please visit the following websites:

(Related to the Act): (Japanese) <https://www.jpf.go.jp/j/privacy/>

(English) <https://www.jpf.go.jp/e/privacy/>

(Related to the GDPR): <https://www.jpf.go.jp/e/privacy/index.html#gdrp>

(Related to the Chinese Laws): [https://www.jpfbj.cn/jp/personal\\_information/](https://www.jpfbj.cn/jp/personal_information/)

b. Acquisition of personal information

The Japan Foundation may acquire the following personal information (the "Personal Information") from the applicants through the application forms, attachments, project reports, deliverables, etc. (the "Project Materials"). In addition, the Japan Foundation may acquire the applicants' Personal Information through publicly available websites.

[Basic information of applicants]

Name, date of birth, nationality, permanent residence, gender, place of employment, job and work duties, home address, postal code, telephone number (including mobile phone number), fax number, e-mail address, ID number, passport number, family structure, names of family

members, dates of birth of family members, nationalities of family members, genders of family members, addresses of family members, jobs of family members, photographs taken during or prior to the program, etc.

[Information on applicants' educational background, career history and abilities]

Resume (including educational background and career history), major achievements, foreign language proficiency, overseas residence history, overseas residence plan, contact information during the residence period, etc.

[Sensitive data on applicants]

Personal data such as medical history, medical examination results, other health-related information and bank account information

\* The Japan Foundation may acquire the Personal Information of the applicant's family members from the applicant. On such occasion, the applicant must obtain consent from his/her family members regarding the content of this "Handling of personal information" section before providing such Personal Information to the Japan Foundation.

c. Purposes of use and period of personal information

(a) Based on the consent of the applicant and his/her family members, the Japan Foundation will use the Personal Information acquired from the applicant for screening, notification of screening results, implementation of the project, post-evaluation, communication to successful applicants and for any and all other purposes for management of applicants and successful applicants (the "Purposes of Use").

(b) For the proper and smooth operation of the Japan Foundation projects, any information such as the applicants' names, genders, jobs, titles, affiliations, project periods, project content, etc. will be: posted on published materials, such as the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report and the Japan Foundation's website; used for preparation of statistics materials; and used for formulation of future Japan Foundation projects.

(c) In addition to the information specified in (b) above, the applicants' contact information (i.e., address, e-mail address and phone number) will be used to: request the applicants to answer questionnaires as follow-up to the project after completion thereof; provide a notice regarding other Japan Foundation projects; request the applicants to provide information for formulation of future Japan Foundation projects, and so on.

(d) The Japan Foundation will handle the Personal Information of the applicants and their family members for the period necessary to achieve the Purposes of Use stated above.

d. Provision of personal information

(a) The Japan Foundation may provide the Personal Information acquired from the applicants to the following organizations, to the minimum extent necessary. The Japan Foundation will make sure that the recipients take measures to ensure the security of the Personal Information.

i. The Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc. (for arrangement of visas, handling of security control, support for project implementation, etc.)

- ii. Airlines, insurance companies and the agencies thereof, etc. (for procurement of overseas travel accident insurance, etc.)
  - iii. Evaluators such as outside experts, etc. (for screening, post-evaluation, etc.)
  - iv. News media and other organizations (for public relations for the projects)
  - v. Other organizations and individuals who receive the information as needed for the projects
- (b) The applicant's medical examination results and health information may be provided to medical institutions, medical professionals, insurance companies, organizations or individuals who provide cooperation for training (including host families) and relevant government agencies for immigration procedures, procurement of overseas travel insurance and claims therefor, and health care and safety control after entry into or departure from Japan.
- (c) The Personal Information acquired from the applicants may be used or provided for purposes other than those specified in the Purposes of Use, in accordance with Article 69, Paragraph 2 of the Act, such as providing such Personal Information for administrative organs, other incorporated administrative agencies, local public entities or local incorporated administrative agencies (the "Administrative Organs") as long as the Administrative Organs use the same within the scope necessary to conduct the affairs or services prescribed by applicable laws and regulations and where there is a reasonable ground for such use.
- e. Cross-border transfer of personal information
  - (a) The Japan Foundation may handle the Personal Information acquired from the applicants by transferring the same to the base located in Japan (including the Japan Foundation headquarters) or other countries or regions for the Purposes of Use specified above. The Japan Foundation shall appropriately control the Personal Information in such countries or regions.
  - (b) In addition to the case specified in the preceding paragraph, the Japan Foundation may provide the Personal Information acquired from the applicants to necessary organizations or individuals in Japan or other countries or regions for the Purposes of Use specified above as needed for the projects, only when the conditions stipulated in laws and regulations are satisfied.
- f. Security control of personal information
 

The Japan Foundation shall endeavor to prevent unauthorized access and leakage of the Personal Information of the applicants by way of taking appropriate security control measures and control means.
- g. Rights pertaining to personal information of applicant
 

The applicant has the right to access his/her Personal Information, correct inaccurate Personal Information, suspend the use of the Personal Information, etc., to the extent that the Act, the GDPR, the Chinese Laws and other laws pertaining to protection of the Personal Information in the relevant country or region apply.
- h. Filing of objections against handling of personal information



In the case where the applicant is dissatisfied with the handling of the Personal Information in the Japan Foundation, such applicant may state his/her objections to the Japan Foundation to the extent permitted by the applicable laws and regulations. In accordance with the applicable laws and regulations, the applicant may also file objections to the authority that has jurisdiction over protection of the Personal Information in the country to which the applicant belongs.

i. Personal information of persons involved in the project

The Personal Information of persons involved in the project other than the applicant, which is submitted by the applicant to the Japan Foundation, shall also be handled in the same manner as stipulated in a. to h. above, and therefore, the applicants should provide explanations in advance to the persons involved in the project and obtain their consent.

j. Contact information

Please use the contact details specified in "11. Contact" for any opinions, questions, etc. regarding any matters specified in this "Handling of personal information" section.

k. Revocation of consent

The applicant has the right to revoke his/her consent to any matters specified in this "Handling of personal information" section at any time. The revocation of consent does not affect the legality of the handling of the Personal Information prior to the revocation. In addition, when the applicant does not provide his/her consent or revokes his/her consent, such applicant may not be able to receive necessary information and/or services from the Japan Foundation.

(4) Response to the spread of infectious diseases

Depending on the spread of infectious diseases, appropriate measures may be required when implementing a project in accordance with the regulations and instructions of the relevant authorities. Please understand that the Japan Foundation may unavoidably change the substance of its grant or the conditions attached, or ask Fellows to modify their plan, including their original Fellowship commencement date, as a result of changes in circumstances that have occurred after the decision to provide the grant.

(5) Ensuring the necessary safety and security of projects

Considering the recent instability in global security, with the increase of terrorist attacks in particular, the Japan Foundation highly recommends that you take the necessary security measures to ensure safety when you carry out your projects, including the following:

- a. Check and obtain security information about the area in which your project will be conducted to ensure the safe travel and accommodation.
- b. Share information on security and safety issues with people concerned with your research project (if any).

## 11. Contact

(1) Overseas

The Japan Foundation Overseas Offices: <https://www.jpf.go.jp/e/world/index.html>

If there are no Japan Foundation offices in your country/area, please contact the nearest Japanese

diplomatic mission.

Japanese Diplomatic Missions: [https://www.mofa.go.jp/about/emb\\_cons/mofaserv.html](https://www.mofa.go.jp/about/emb_cons/mofaserv.html)

(2) In Japan

Japanese Studies Department

The Japan Foundation (Headquarters)

YOTSUYA CRUCE, 1-6-4 Yotsuya, Shinjuku-ku, Tokyo 160-0004, Japan

E-mail: [r\\_info@jpf.go.jp](mailto:r_info@jpf.go.jp) Tel: +81-(0)3-5369-6069 Fax: +81-(0)3-5369-6041

- \* The Application Instructions end here. The Application Documents Completion Guide follows.

# Application Documents Completion Guide

## 1. List of Application Documents

<input checked="" type="checkbox"/>	Document	Format Specified/Free	Required/ Optional
	Application Form	Specified (PDF)	Required
	Applicant Information	Specified (PDF/Word)	Required
	Project Information	Specified (PDF/Word)	Required
	Applicant CV/Résumé	Free (PDF/Word)	Optional
	List of Research Achievements	Free (PDF/Word)	Optional
	Official Academic Transcripts (for Doctoral Candidates only)	Free (PDF/Word)	(Required)

## 2. List of Documents to be Submitted by Concerned Persons

<input checked="" type="checkbox"/>	Document	Format Specified/Free	Required/ Optional
	Reference Form (two forms by two individuals)	Specified (PDF)	Required
	Letter of Affiliation Form	Specified (PDF)	Required
	Japanese-Language Ability Assessment Form (for Doctoral Candidates only)	Specified (PDF)	Required

## 3. Application Form

\* Please use Adobe Acrobat Reader to complete this form. Other applications may cause incompatibility issues.

### (1) "1. Applicant"

- a. Title and name  
Applicants should write this in the Latin alphabet as shown in their passport.
- b. Nationality/area  
List all nationalities applicants have.
- c. Date of birth, age  
Give the year of birth by the Gregorian calendar.
- d. Residential address  
Write the applicant's home address (not the one of their temporary lodgings), including country or region, in English.
- e. Permanent resident status in your residing country/area  
Check the corresponding item.
- f. Contact  
Give the applicant's personal e-mail address and contact phone number. Make sure that you can receive the result or any other emails from Japan Foundation (@jpf.go.jp.)
- g. Institution

Give the information (address, e-mail address, phone number) of the institution with which the applicant is currently affiliated and their job title there. In addition, give the applicant's specialization.

h. Application for other grants (if any)

Applicants who are submitting requests to other funding organizations must list the name, period, and results notification date of grants for which you have applied for the same purpose as this Fellowship.

(2) "2. Project Summary"

a. Application category

Check the corresponding item.

b. Proposed term of Fellowship

The Fellowship shall, in principle, commence when the applicant arrives in Japan and finish when they depart. The arrival date must fall between June 1, 2024 and March 15, 2025. The proposed term of the Fellowship must be an integer between the minimum term and the maximum term indicated by each category.

c. Project abstract

Project abstract of 200 words or less.

#### 4. Other Application Documents

(1) "Applicant Information" (specified)

a. "1. Applicant Name"

Those who have names in Chinese characters should give their names both in Chinese characters and the Latin alphabet as shown in their passport. Other candidates should write only in the Latin alphabet.

b. "2. Personal History"

For Educational Background, begin with the most recent degree to the bachelor's degree. Indicate the degree earned, date, discipline, and name and address of the institution. Doctoral Candidates must indicate the anticipated completion date of all requirements for the Ph.D., except for the dissertation. For Work History, begin with the most recent position, and list all institutions or organizations where employed, the positions held, and the periods of employment. In addition, attach a copy of your current CV/résumé if any.

c. "3. Information on Referee/Recommender and Others"

List the names and contact information of applicants' referees/recommenders and others (depending on the category of application). Also give the dates when applicants requested their referees/recommenders and others to fill out forms.

d. "4. Language Ability"

Check the box corresponding to the level of the applicant's Japanese-language proficiency and English-language proficiency.

e. "5. Previous Stays in Japan"

If applicants have been in Japan on any grant/fellowship from the Japan Foundation, list each

period of stay in Japan and the name of the program for all the visits (regardless of the length of each stay). For Other Visits to Japan, indicate the period and purpose of each stay, and list any grants/fellowships received (not necessary to indicate stopovers or short trips for sightseeing).

(2) "Project Information " (specified)

a. "1. Summary of the Project"

Summarize the proposed project (2 pages maximum) by: a) stating its research content, its purpose, and significance; b) describing research methodology and a research plan; c) including the goals of the research project and proposed method of dissemination; and d) Describe the contributions your research would make to the Japan Foundation's mission of cultivating mutual understanding and good will between Japan and the rest of the world.. Give a specific reason for the need to stay in Japan instead of remaining in the applicant's own country.

b. "2. Mid- to Long-Term Goals in Research and Career"

Describe the applicant's mid- to long-term goals regarding their research and career.

c. "3. Relevant Achievements"

Give a brief bibliography (approximately 10 items), including the major works and publications on research relevant to the applying project as well as awards and prizes that the applicant has received.

(3) Applicant CV/résumé (optional)

If you already have your current CV/résumé, please submit the data file.

(4) List of Research Achievements (optional)

If you already have a list of research achievements, please submit the data file.

(5) Official Academic Transcripts (required only for doctoral candidates)

Please upload the data file(s) of official transcripts from all colleges and universities attended, including their undergraduate education, master's courses, and doctoral candidate courses. If the issuing authority prohibits opening their enclosed official academic transcripts, please contact the Japanese Studies Department of the Japan Foundation at [r\\_info@jpf.go.jp](mailto:r_info@jpf.go.jp) by e-mail before December 1, 2023 and follow the instructions.

## 5. Documents to be Submitted by Concerned Persons

(1) "Reference Form" (specified, two forms by two individuals)

- a. Applicants should ask two individuals, who are not the applicant's advisors/research associates in Japan and who are willing and able to judge the applicant's ability to carry out their proposal. One should be an expert in the field of the research project for which they are applying. For doctoral candidates, one of the two reference forms should be filled out by a referee/recommender from the institution with which they are currently affiliated.
- b. Each referee/recommender should assess the applicant's ability to carry out their proposal, as well as the importance and impact of the project, and describe the relationship between themselves and the applicant in the specialized field. Fill out the specified form in Japanese

or English, sign it (an electronic signature or scanned data is acceptable), and upload the data through the designated URL.

(2) "Letter of Affiliation Form" (specified)

- a. Applicants should ask their advisor/research associate in Japan to fill out a Letter of Affiliation Form (either in English or in Japanese).
- b. The advisor/research associate should assess the applicant's ability to carry out the proposed research, the importance and impact of the project, and describe the relationship between themselves and the applicant in the specialized field. Fill out the specified form in Japanese or English, sign it (an electronic signature or scanned data is acceptable), and upload the data through the designated URL.

(3) "Japanese-Language Ability Assessment Form" (specified, only for doctoral candidates)

- a. Applicants for "Doctoral Candidates" should ask their evaluator/referee to fill out a Japanese-Language Ability Assessment Form. The evaluator/referee should be someone who can assess the applicant's Japanese-language ability.
- b. The evaluator/referee should make an assessment of whether the applicant has sufficient Japanese language ability to carry out research in Japan. Fill out the specified form (in English or in Japanese), sign it (an electronic signature or scanned data is acceptable), and upload the data through the designated URL.