

## Points to Keep in Mind When Preparing an Application Form for Candidates (Fellows)

1. Application forms come in two types: FORM 1 and 2. They can be downloaded from JSPS's website (<http://www.jsps.go.jp/english/e-fellow/postdoctoral.html#long>).
2. These forms are certified by JSPS. Be sure NOT to alter size or format (except size and font of characters) of the forms, or to plagiarize the contents of other applicants (host researchers). Incomplete, altered or otherwise flawed applications will be rejected. JSPS may withdraw the fellowship, stop allowances (including that for air tickets), or request the return of money already paid if the fellowship has been awarded on the basis of false statements in the application form.
3. Foreign candidates are required to fill out FORM 2 in either English or Japanese. The form should be printed out on both sides of each sheet of paper, for a total of three sheets (six pages front and back). If your printer does not have this function, print out all the pages on one side, and copy the pages back-on-back so to compile them into three sheets. Then, sign the form on its last page, and submit it to your host researcher, who is required to fill out FORM 1.

Note:

- Image data of the candidate's signature pasted on the form is not acceptable.

4. Candidates should prepare one letter of recommendation from their PhD dissertation advisor or other supervisory faculty member and attach it to their FORM 2.

Note:

- One letter of recommendation written by one person can be attached. If the candidate has two or more letters, please choose one.
- As a rule, the letter should be addressed to either candidate's prospective host researcher or to the president of the Japan Society of the Promotion of Science.
- Submit the original of the signed letter.
- The letter should be written in English or Japanese. If another language is used, be sure to provide a translation in either English or Japanese.
- The letter, including the translation, should be no longer than two A-4 size sheets (up to four pages front and back).
- The letter may not be prepared by the prospective host researcher him/herself. If the prospective host researcher was the candidate's PhD advisor or supervisor, then another faculty member, such as one who participated in the candidate's dissertation reviewed and/or who is familiar with the candidate's research, should be asked to prepare this letter of recommendation.

5. The applicant (host researcher) should fill out FORM 1 and submit it together with the candidate's FORM 2 and the attached letter of recommendation to his/her institution's administrative office. In this program, the applicant is the host researcher.

Note:

- If the applicant (host researcher) is a foreign researcher and unable to write that much Japanese, a Japanese officer of the host institution may fill out the form as long as the host fully understands and agrees to the content of the application.
- JSPS receives the application via the host institution's administrative office. It will not accept applications submitted directly by the applicant (host researcher) or candidate.

6. The application submission periods for the host institution's administrative office are as follows:

**1<sup>st</sup> recruitment: Arrive by 30 August – 3 September 2010**

**2<sup>nd</sup> recruitment: Arrive by 6 -12 May 2011**

Note:

- As these application periods are for the host institution, applicants (host researchers) should submit their applications to the administrative office well in advance of them.
- Candidates should check with their host researcher or institution as to the institution's application periods.

**Reference: Certificate of PhD degree**

Only successful candidates are required to provide a doctoral degree certificate or a copy their diploma to JSPS via their host institution. It is not necessary to attach it to the application.

**【Submission Deadlines】**

Host institutions are to submit the below-mentioned documents to JSPS by the following deadlines.

- For candidates who have a PhD degree: Within 60 days of the date on their award letter and no later than one day before their arrival in Japan to start the fellowship.
- For candidates who have not yet received a PhD degree: As a rule, no later than one day before their arrival in Japan to start the fellowship.

**【Items Requiring Confirmation】** (When possible, confirmation should be made at time of application.)

With regard to the candidate's doctoral degree certificate or diploma (copy), the following points should be confirmed by the host institution:

- Whether candidates will have received their degree by the date that the fellowship will start. (Check date of certificate/diploma)
- If the certificate or diploma is written in a language (including Chinese) other than Japanese or English, a Japanese or English translation must be attached.
- MD (Medical Doctor) degree holders without a PhD degree are ineligible.
- As a rule, provisional certificates are not accepted. As, however, various countries have different ways of certifying doctoral degrees, there may be cases when a different format is judged equivalent to a PhD certificate or diploma. In such cases, the reason for the difference should be clarified and JSPS contacted in advance of submission.
- If the date the degree was received should fall after the starting date of the fellowship, the fellowship will be withdrawn. If it is discovered after the fellowship begins that the degree was received after the starting date, the fellowship will be cancelled retroactively to the starting date, and all allowances received must be returned to JSPS. For related procedures, host institutions should contact JSPS in advance.

# JAPAN SOCIETY FOR THE PROMOTION OF SCIENCE APPLICATION FOR JSPS POSTDOCTORAL FELLOWSHIP

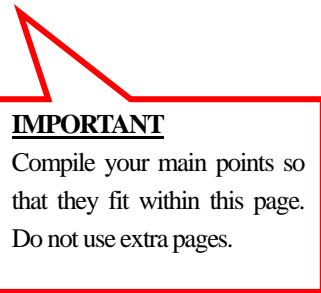
Check to be sure this information is the same as that entered in FORM 1.

<This form should be attached to FORM 1 prepared by your proposed Japanese host researcher. Applications should be typed or printed.>

1. Name in Full				
FAMILY		First	Middle	
2. Date of Birth:			3. Nationality	
Day / Month / Year				
4. Current Appointment and/or Status				
5. Academic Degree				
Type (PhD, etc)		Date Obtained / /		
Field		<input type="checkbox"/> Expected Day Month Year		
Institute		(Country)		
6. Higher Education (Start from the latest one)				
Name of University / Institution	Location	Degree	Field	Completion Date (Month, Year)
<div style="border: 1px solid red; padding: 5px; display: inline-block;">Start from the latest one.</div>				
7. Previous Employment (Start from the latest one)				
Name of Institution	Location	Position	From – To	
<div style="border: 1px solid red; padding: 5px; display: inline-block;">Start from the latest one.</div>				
8. Awards (Please indicate title, organization and year.)				

**IMPORTANT**

- This application is to be filled out by the foreign candidate, him/herself.
- Use English or Japanese when filling it out.
- Be sure to use the FY2011 form.
- Do not alter the form's format.
- This is not an electronic application; it cannot be submitted over the Internet. Fill in the form and print it out. It should be printed on both sides of each sheet of paper, for a total of three sheets (six pages front and back). If your printer does not have this function, print out all the pages on one side, and copy the pages back-on-back so that you have three sheets. Then, sign the form on page F6, and submit it to your prospective host researcher. The form may not be submitted by fax or email.

A red callout box with a pointer pointing towards the top-left corner of the page. The box contains the following text:

**IMPORTANT**  
Compile your main points so  
that they fit within this page.  
Do not use extra pages.

10. List of Major Publications

Authors (all), title, Journal, Vol. , No. , pp. - , Month, Year



**IMPORTANT**

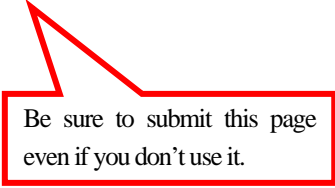
Keep your list within this page.

11. Research Plan in Japan

- a. Present research related to research plan
- b. Purpose of proposed research
- c. Proposed plan
- d. Expected results and impacts

**IMPORTANT**

Compile your main points so that they fit on this and the continuation page. Do not use more than two pages.



Be sure to submit this page  
even if you don't use it.

12. Language Ability (5: excellent .....1: poor)				
	Reading	Writing	Hearing	Speaking
Japanese	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
English	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1

13. Past Stay(s) in Japan

Place: \_\_\_\_\_ Purpose: \_\_\_\_\_

14. Name(s) of other fellows \_\_\_\_\_

15. Mailing address

a. Office: \_\_\_\_\_ b. Home: \_\_\_\_\_

Tel: \_\_\_\_\_ Tel: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Fax: \_\_\_\_\_  
 e-mail \_\_\_\_\_ e-mail \_\_\_\_\_

16. If you have been previously awarded as a JSPS fellowship or participated in another JSPS research program, please indicate the name of the program and the period of your participation.

I have been awarded a fellowship under the JSPS Postdoctoral Fellowship Program for North American and European Researchers for the period of (Day / Month / Year) to (Day / Month / Year).

I have been awarded a fellowship under the JSPS Summer Program in (Year).

Other Program  
 Name of the program: \_\_\_\_\_  
 Period of participation: \_\_\_\_\_

Please circle the number that best indicates your language proficiency (5 being the highest). Be sure to answer both the Japanese and English columns. Other languages are optional.

I certify the above information to be accurate and correct.

Date: \_\_\_\_\_

NAME (Print) : \_\_\_\_\_

Signature: \_\_\_\_\_

**IMPORTANT**

- Be sure that this application comprises three sheets (six papers front and back) and that you sign it.
- Be sure to submit your signed original of the application.

(Notes)

1. Please sign this form and forward it to your proposed host researcher in Japan. Do not send it directly to JSPS.
2. The following documents must be attached:
  - A letter of reference/recommendation from your current or previous supervisor (not from proposed Japanese host researcher)