

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

1. With regard to section 4 (1), “CANDIDATE (FELLOW) ELIGIBILITY” in the Application Guidelines, people, who are not citizens of an eligible country but who have been engaged in research for at least 3 years at a university or research institution in an eligible may apply **if they are still doing research at that university or institution**.
2. 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#short>).
3. 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.
4. 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.

5. 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 for 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.

6. 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 administration 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.

Reference: Certificate of PhD degree

Only successful candidates are required to provide a copy of their doctoral diploma (if already awarded) or a document from their university certifying when they will receive the diploma (if not yet awarded) to JSPS via his/her host institution. It is not necessary to attach it to the application.

Note:

- Diplomas or certificates in other languages (including Chinese) than Japanese or English must be accompanied with a Japanese translation.
- MD(Medical Doctor) holders without a PhD degree are not eligible.