

## V. PROCEDURES TO BE OBSERVED BY THE FELLOW

### 1. ACCEPTANCE OF THE FELLOWSHIP

#### (1) Confirmation of Documents Sent by JSPS

Upon receiving their Award Letter from JSPS, Fellows should check that they have received the following documents together with these Program Guidelines:

- 1) Award Letter
- 2) Certificate of Financial Support
- 3) "Air Ticket Application Information" (from a travel agency)
- 4) "A Guide to the Insurance Policy for JSPS Fellows" (from an insurance company)
- 5) An extract from the JSPS Law
- 6) Guideline for Daily Living Support

#### NOTE:

Documents 2)-6) above and a copy of the Award Letter are also provided to the host researcher (see page 9) .

#### 2) Acceptance of the Fellowship

<Form to be submitted>	<Deadline>
"Notice of Acceptance" (Form A)	Within 50 days from the date that Award Letter was issued

#### <Procedure>

As soon as the Fellow receives the Award Letter, he/she should read these Program Guidelines and decide whether to accept the terms and conditions stipulated herein. The Fellow should, then, contact his/her host researcher and decide when to begin the Fellowship.

The Fellow must submit to host researcher the form "Notice of Acceptance"(Form A)within 50 days. If the Fellow should decide to decline the Fellowship, he/she should inform JISTEC of the withdrawal through the host researcher.

If the Fellow decides to decline the Fellowship offer or the host decides not to accept the Fellowship, the host researcher shall inform JISTEC of the withdrawal through his/her institute by submitting Form10.

If JISTEC receives no contact before the submission deadline for "Notice of Acceptance" has elapsed, the fellowship will be withdrawn.

NOTE:

The following points should be considered when deciding the Fellow's arrival date:

- The commencement date of the Fellowship may be changed from that indicated in the host's application to JSPS so long as the Fellowship starts within the 2009 Japanese fiscal year (from 1 April 2009 to 31 March 2010 (However, Fellows invited under the second domestic recruitment must arrive in Japan during the period of 1 October 2009 through 31 March 2010.)).
- If, for an unavoidable reason, the fellow should not be able to start the Fellowship on the date specified in the "Notice of Acceptance"(Form A), the fellow shall inform his/her host immediately.

- See Section I. 6 "VALIDITY OF THE FELLOWSHIP" (page 2) for further guidance.

## **2. NECESSARY PROCEDURES BEFORE THE FELLOW'S DEPARTURE TO JAPAN**

### **(1) Obtaining an Entry Visa**

As soon as Fellows decide the starting date of their Fellowship, they should, if an entry visa is required, promptly begin the necessary procedure for obtaining one at the Japanese Embassy or Consulate nearest their place of residence. (Please refer to Section VI (pages 19-21) for information on visa application.)

### **(2) Application for Air Tickets**

<Form to be submitted>	<Deadline>
"Air Ticket Application Form" (enclosed in the "Air Ticket Application Information")	40 days prior to the Fellow's departure

#### **<Procedure>**

Fellows need to fill out an "Air Ticket Application Form" and mail (or fax) it to the JSPS Fellowship Desk of the designated travel agency no later than 40 days prior to their departure. For more details on this procedure, please refer to "Air Ticket Application Information" and to Section II.1.(1) (page 5).

### **(3) Arrangements for Accompanying Family Members**

Please note that JSPS can neither make any arrangements for a Fellow's accompanying family members nor can it provide them with any financial support. Fellows who intend to be accompanied by family members must arrange for their insurance and air tickets by themselves and at their own cost. For insurance, application may be made to the insurance company directly in accordance with the enclosed instructions. For air tickets, Fellows may ask travel agency to also arrange their dependents' bookings. Fellows will need to ask their host to prepare the necessary documents for their dependents' visa applications, as JSPS is not permitted to issue documents for inviting family members.

### 3. PROCEDURES TO BE TAKEN AFTER ARRIVAL IN JAPAN

#### (1) Documents to be Submitted after Arrival in Japan

JSPS provides to the host researcher the various forms that must be submitted by him/her to JISTEC, as it is the host who is responsible for taking care of the administrative details of the Fellow's stay.

#### (2) Document to be Submitted upon Departure from Japan

<Form to be submitted>	<Deadline>
"Research Report" (Form 7)	Within 1 month after the termination of the Fellowship

#### <Procedure>

Fellows must submit a "Research Report" to JISTEC through their host researcher upon the finish of their Fellowship. Form 7 is the cover page for the report. The instructions contained in the "Notes for writing a Research Report" should be followed when writing the report.