

# JSPS Research Fellowships for Young Scientists

## Acceptance Procedure Guidance for FY 2026

**Only for Candidates of DC Research Fellowship.**

Candidates of PD/RPD Research Fellowship are asked to read the guidance in Japanese  
(as more details are given).

【for all Candidates】

③ End-of-March deadline for entering information via the JSPS Electronic Application System in the first step of the fellowship acceptance procedure.

**March 31, 2026 (Tuesday)**

【for all DC candidates】

④ April deadline for entering information and uploading required documentation via the JSPS Electronic Application System in the second step of the fellowship acceptance procedure.

**April 7, 2026 (Tuesday)**

【if applicable】

④ Deadline for submitting various change notifications and registering the academic unit number (Grant-in-Aid for JSPS Fellows)

**March 18, 2026 (Wednesday)**

- All the candidates for FY 2026 need to perform the fellowship acceptance procedure.
- The entire fellowship acceptance procedure will be done on the electronic application system.
- You will not be selected as a JSPS Research Fellow ("Fellow") if you fail to submit the required documentation by the deadlines.

<ver. 1.0>

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# Notes of the Acceptance Procedure

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- All the candidates for FY 2026 need to perform the fellowship acceptance procedure.
- The entire fellowship acceptance procedure will be done on the electronic application system.
  - No documentation is required to be submitted via postal mail.
  - Please request your applying organization to reissue your password for the electronic application system if necessary.
- You will not be selected as a Fellow if you fail to submit the required documentation by the deadlines.
  - Several deadlines have been set up depending on the type of procedures. Be sure to meet each deadline. See [Flow of the Acceptance Procedure] and the pages for each procedure in this guidance for details.
  - Please note that JSPS does not permit any postponement of the deadlines even if you are staying overseas.
- Carry out the procedures after reading the JSPS Research Fellowships for Young Scientist's compliance rules and procedural guidelines ("Fellowship Guidelines") carefully.  
URL : [https://www.jsps.go.jp/j-pd/pd\\_tebiki.html](https://www.jsps.go.jp/j-pd/pd_tebiki.html)
- If you have any questions after checking this guidance, please make a contact with the divisions listed below.

- Inquiries on the fellowship acceptance procedure

Research Fellowship Solicitation & Selection Team, Research Fellowship Division, Japan Society for the Promotion of Science (JSPS)

E-mail:yousei2@jsps.go.jp/[Tel:03-3263-5070](tel:03-3263-5070)

- Inquiries on the treatment and procedures during the fellowship tenure (excluding employed PD Fellows, etc.)

Team for Research Fellows during and after the Fellowship Tenure, Research Fellowship Division, Japan Society for the Promotion of Science (JSPS)

E-mail:yousei3@jsps.go.jp/[Tel:03-3263-4998](tel:03-3263-4998)



# Flow of the Acceptance Procedure

Agree to the Pledge (PD/RPD/DC) [for all Candidates]

To be approved by **February 13 (Fri.)**

- Host Institution Change Notification (PD/RPD) [if applicable]

To be completed by **March 18 (Wed.)**

- Registering the academic unit number ( Grant-in-Aid for JSPS Fellows)

(PD/RPD/DC) [if applicable]

To be approved by **March 18 (Wed.)**

- Host Institution Change Notification (DC) [if applicable]

- Host Researcher Change Notification (PD/RPD/DC) [if applicable]

- Name Change Notification (PD/RPD/DC) [if applicable]

- Notice of Fellowship Category Change (DC→PD) [if applicable]

To be completed by **March 31 (Tue.)**

- Registering the information required for the acceptance process in March

• Applying for Research Expenses (DC) [for all Candidates]  
• Your contact information  
• Your financial institution information

• Submitting Documentation

- Application for Exemption for Dependents of Employment Income Earner  
(PD/RPD) [If applicable]
- Document to certify the date of PhD award or PhD Diploma (PD/RPD) [for all Candidates]
- Documentation to certify permanent residence (PD/RPD) [If applicable]
- Residence Card/Copy of Family Register (RPD) [for all Candidates]

To be approved by Host Institution by **March 31 (Tue.)**

• Requesting official acceptance from your host research institution

(PD/RPD) [for all Candidates]

To be completed by **April 7 (Tue.)**

- Registering the information required for the acceptance process in April

• Confirmation of DC eligibility (DC) [for all Candidates]

• Submitting Documentation (DC) [for all Candidates]

- Application for Exemption for Dependents of Employment Income Earner
- Certificate of enrollment [submittable period: from April 1 to April 7]

To be approved by Host Institution by **April 7 (Tue.)**

• Requesting official acceptance from your host research institution

(DC) [for all Candidates]

## Officially selected as a Fellow

Notification of formal selection decision will be sent to the selected Fellows' host research institutions around late April to early May 2026. A list of the selected Fellows' names will be made public on JSPS website.

# I. Procedures required for all Candidates

## I-1. Start the procedure promptly upon receipt of this Guidance

### I-1-① Agree to Pledge

1. Log into JSPS Electronic Application System. ("System")

URL : <https://www-yousei.jsp.go.jp/yousei1/shinsei/index.html>

- Please ask your applying institution to reset your password if you have forgotten your ID/password or if your password has expired.

- See 2.9 in the Guidance for JSPS Electronic Application System [only in Japanese] to find the details for system operation.

URL:<https://www-shinsei.jsp.go.jp/topyousei/download-yo.html#a2>

2. After logging in, click the [採用手続] menu first, then click [Register Information] in [Current Processing Status] to start your acceptance procedure.



The screenshot shows the JSPS Electronic Application System interface. The top navigation bar includes 'ヘルプ' (Help), 'ログアウト' (Logout), and '研究者養成事業' (Researcher Training Program). The main menu on the left is '申請者向けメニュー' (Applicant Menu) with options: '申請書新規作成' (New Application Form), '処理状況確認' (Check Processing Status), '審査結果確認' (Check Review Results), '採用手続' (Fellowship Acceptance Procedure) (highlighted with a red box), 'パスワード変更' (Change Password), and 'ID変更' (Change ID). The central content area is titled '研究者養成事業' and '採用手続一覧' (List of Fellowship Acceptance Procedures). It displays a table of procedures with columns: '事業名(申請実績)' (Project Name (Achieved)), '研究課題名' (Research Topic Name), '交付番号' (Grant Number), '登録名' (Registered Name as a JSPS Fellow), and '状況' (Status). The '状況' column shows various status options: '未登録' (Not Registered), '採用手続申請書提出' (Fellowship Acceptance Application Form Submitted), '採用内定辞退' (Refuse the Fellowship), '未登録(文書提出書類未提出)' (Not Registered (Documentation Submission Form Not Submitted)), '未登録(文書提出書類提出済み)' (Not Registered (Documentation Submission Form Submitted)), '未登録(文書提出書類提出済み)変更提出書類提出済み' (Not Registered (Documentation Submission Form Submitted) Change Documentation Submission Form Submitted), '未登録(文書提出書類提出済み)変更提出書類提出済み' (Not Registered (Documentation Submission Form Submitted) Change Documentation Submission Form Submitted), and '未登録(文書提出書類提出済み)変更提出書類提出済み' (Not Registered (Documentation Submission Form Submitted) Change Documentation Submission Form Submitted). Buttons for '採用手続申請書提出' (Fellowship Acceptance Application Form Submitted), '採用内定辞退' (Refuse the Fellowship), and '未登録(文書提出書類未提出)' (Not Registered (Documentation Submission Form Not Submitted)) are visible.

3. To start the fellowship acceptance process, you must first agree to this pledge. Please read the contents of the Pledge and the "Pledge Notices" on the next page carefully. Mark the [Agree to this Pledge] checkbox, then click [OK] if you agree to all the stipulations. You can check the contents of the Pledge in the [Administering the Fellowship Acceptance Procedure] menu after agreeing to it.

## 【Pledge Notices】

- You will not be selected as a JSPS Research Fellow ("Fellow") if you do not agree to the Pledge.
- In agreeing to the Pledge, please be sure to review the applicable guidelines, which include the compliance requirements and obligations as a Fellow, as well as the procedures to be followed after the start of fellowship tenure. If you are unsure of the applicable guidelines, please visit the link below.  
URL : [https://www.jsps.go.jp/j-pd/pd\\_tebiki.html](https://www.jsps.go.jp/j-pd/pd_tebiki.html)
- The contents of the Guidelines may be updated without any advance notices. Be sure to check the latest version of the Guidelines on our website.
- You must read one or more of the following research ethics materials, or take a course on research ethics based on them. (You are not required to read all of the following materials or take all of the courses.) You may take a research ethics course at an institution other than your host institution. A course taken before being selected as a JSPS Research Fellow is acceptable.
  - ①The booklet [For the Sound Development of Science--The Attitude of a Conscientious Scientist]  
You can access the PDF full text of the booklet on our website.  
URL : <https://www.jsps.go.jp/j-kousei/rinri.html>
  - ②e-Learning Course on Research Ethics [eL CoRE]
  - ③eAPRIN course
  - ④Take a research ethics course conducted by a research institution based on the "Guidelines for Responding to Misconduct in Research" issued on August 26, 2014 by Ministry of Education, Culture, Sports, Science and Technology (MEXT).
- All personal information contained in the documents submitted during the acceptance procedure and/or the fellowship tenure will be strictly managed in accordance with the Act on the Protection of Personal Information and the JSPS regulations on personal information protection. JSPS will use such information solely for the purpose of its operation\*. (This includes providing personal information to external private companies, etc. commissioned for the electronic processing and management of the data.)

\*JSPS may provide information regarding a fellow to the fellow's affiliated research institution upon request during the fellow's term of appointment.

\*JSPS may provide its overseas research contact centers with information on Fellows who are traveling overseas to pursue their research after the start of the fellowship tenure under this program. JSPS may also send emails, etc. on scientific research symposiums and other events that JSPS hosts or participates in.

- If a Fellow is traveling to the European Economic Area (EEA) and UK, JSPS will handle the personal information in accordance with the provisions stipulated in Regulation (EU) 2016/679 of the General Data Protection Regulation (GDPR). Please check the following webpage.

URL : [https://www.jsps.go.jp/j-privacy\\_policy\\_guide/index.html#u2023040312604](https://www.jsps.go.jp/j-privacy_policy_guide/index.html#u2023040312604)

欧洲經濟領域 (EEA) 及び英國所在の方へ/For those residing in the European Economic Area (EEA) and UK

- Fellows may be compensated for their work during their tenure, but there are certain requirements regarding the receipt of compensation. Please refer to the applicable guidelines for details.

### I-1-② Check the registered information

1. Go to the [Administering the Fellowship Acceptance Procedure] menu in the System and check the information you have registered at the time of application for fellowship. The information given here will be reflected in the documents after becoming a Fellow, so make sure that the information is accurate.

採用手続管理 Administering the Fellowship Acceptance Procedure		研究者養成事業 Researcher Development Program																																													
事業名(Fellowship Category) : 20XX年度 特別研究員-PD																																															
各項目は日本語で入力してください。 Fill in all fields in Japanese.																																															
<table border="1"> <tr> <td>受付番号 Application Number</td> <td colspan="2">20XXXXXX</td> </tr> <tr> <td>研究課題名 Title of Research Proposal</td> <td colspan="2">日本語研究</td> </tr> <tr> <td>登録名 Registered Name as JSPS Research Fellow</td> <td colspan="2">申請 一部</td> </tr> <tr> <td>申請者 Applicant's name</td> <td colspan="2">戸籍名 Recorded Name in Your Family Register (koseki), or on your passport or residence card</td> </tr> <tr> <td></td> <td colspan="2">戸籍 一部</td> </tr> <tr> <td>ローマ字表記 Alphabetical letters</td> <td colspan="2">Shinsei Ichiro</td> </tr> <tr> <td>受入研究機関名 Host Institution</td> <td colspan="2">AAA大</td> </tr> <tr> <td>採用後の受入 部局名 Affiliated Department</td> <td>(コード) Code</td> <td>XXXX</td> </tr> <tr> <td></td> <td>名称 Name</td> <td>□□□□□□学</td> </tr> <tr> <td></td> <td>氏名 Name</td> <td>受入 一部</td> </tr> <tr> <td></td> <td>職名 Job Title</td> <td>教授</td> </tr> <tr> <td>受入研究者 Host Researcher</td> <td>(コード) Code</td> <td>XXXX</td> </tr> <tr> <td></td> <td>名称 Name</td> <td>□□□□□□学</td> </tr> <tr> <td></td> <td>Email</td> <td>XXXXXX@co.jp</td> </tr> <tr> <td></td> <td>研究者番号 e-Rad Researcher Number</td> <td>12345678</td> </tr> </table>			受付番号 Application Number	20XXXXXX		研究課題名 Title of Research Proposal	日本語研究		登録名 Registered Name as JSPS Research Fellow	申請 一部		申請者 Applicant's name	戸籍名 Recorded Name in Your Family Register (koseki), or on your passport or residence card			戸籍 一部		ローマ字表記 Alphabetical letters	Shinsei Ichiro		受入研究機関名 Host Institution	AAA大		採用後の受入 部局名 Affiliated Department	(コード) Code	XXXX		名称 Name	□□□□□□学		氏名 Name	受入 一部		職名 Job Title	教授	受入研究者 Host Researcher	(コード) Code	XXXX		名称 Name	□□□□□□学		Email	XXXXXX@co.jp		研究者番号 e-Rad Researcher Number	12345678
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	氏名 Name	受入 一部																																													
	職名 Job Title	教授																																													
受入研究者 Host Researcher	(コード) Code	XXXX																																													
	名称 Name	□□□□□□学																																													
	Email	XXXXXX@co.jp																																													
	研究者番号 e-Rad Researcher Number	12345678																																													
<p style="color: red;">提出状況 : 完了していません。 Current Processing Status : Incompleted</p> <p>Check the registered information. If there are any changes to the information since the time of application, submit the applicable change notification.</p>																																															

2. If there are any changes to the information since the time of application, submit the applicable change notification. See [III. Other procedures if applicable] for details on the submission of change notifications.

## 【changes and applicable change notifications】

- If you want to change your registered name, you need to submit Name Change Notification.
- If you want to change your host institution, you need to submit Host Institution Change Notification.
- If you want to change your host researcher or the researcher's information, you need to submit Host Researcher Change Notification.
- If you want to change your affiliated department in the host research institution, you need to submit Host Researcher Change Notification.

※please make sure that **the name of your affiliated department is accurate**. It will be reflected in the documents issued by JSPS such as a certification of the fellowship etc.

The information such as the name of affiliated department can be modified by Host Institutions as it is pre-registered and managed by them. **Follow the instructions given by your host institution if you are asked to do so.**

## I-2. Registering information required for the acceptance procedure in March

Deadline: Wednesday, March 18, 2026 / Tuesday, March 31, 2026

Fill in all fields in Japanese.

\*Please ask the relevant office in your host institution if you need assistance in entering information in Japanese.

You must complete your registering of the following four items by deadline. To register them, start from [(1) Registering information required for the acceptance process] in the [Administrating the Fellowship Acceptance Procedure] menu. You may modify the contents you have entered as many times as you want up to the deadline.

### 【Information required for the acceptance process】

- ① Applying for Research Expenses
- ② Contact Information
- ③ Financial Institution Information
- ④ Researcher Number and Academic Unit Number of the Host Research Institution (Grant-in-Aid for JSPS Fellows)

#### (1) 採用手続情報の登録

- 採用手続に必要な情報を登録します。
- 登録して完了画面を表示された時点で日本学術振興会の担当者が内容を確認できるようになります。
- 登録内容は受付期間までは何度も修正することができます。

#### (1) Registering information required for the acceptance process

- Enter information required for your fellowship acceptance process.
- JSPS will be able to confirm what you entered once this submission process is completed.
- You may modify the content of your registered information as many times as you want up until the deadline.

After registering, make sure that [Current Processing Status] of the four items have been turned into [Registered].

名稱 Item	受付期限 Entry Deadline	最終更新日 Date of Last Update	通知 Notice	登録状況 Current Processing Status
研究遂行経費の取扱い希望 Applying for Research Expenses	XXXX年XX月XX日 ～XXXX年XX月XX日	XXXX年XX月XX日 XX時XX分	Download	Registered Modify
住所等情報 Contact Information	XXXX年XX月XX日 ～XXXX年XX月XX日		-	Not Registered Enter
振込金融機関情報 Financial Institution Information	XXXX年XX月XX日 ～XXXX年XX月XX日	XXXX年XX月XX日 XX時XX分	-	Registered Modify
研究者番号及び受入研究機関所属部局番号（特別研究員奨励費） Researcher Number and Academic Unit Number of the Host Research Institution (Grant-in-Aid for JSPS Fellows)	XXXX年XX月XX日 ～XXXX年XX月XX日	XXXX年XX月XX日 XX時XX分	-	Registered Modify

#### To be entered by March 31, 2026

- ① Applying for Research Expenses
- ② Contact Information
- ③ Financial Institution Information

#### To be entered by March 18, 2026

- ④ Researcher Number and Academic Unit Number of the Host Research Institution (Grant-in-Aid for JSPS Fellows)

\*If you chose "Not apply" for Grant-in-Aid for JSPS Fellows in your application, you do not need to enter this item.

Enter your researcher number if you have acquired it.

## I-2-① Applying for Research Expenses

Deadline: Tuesday, March 31, 2026

### 【Research Expenses】

If desired, Fellows may apply to use up to 30% of their allowance stipends ("Stipends") for "Research expenses," applicable to only carrying out the Fellow's research plan. \*A tax exemption (income tax and inhabitants tax) may be requested for the amount of Expenses in the Stipend. Fellows may apply for this measure only when their estimated Expenses are 30% or more of their total Stipend for a fiscal year (April-March). You cannot change your entry within the fiscal year after the deadline. See II-2 and III-21 of the Guidelines.

\*Stipends are treated as Fellows' salary income in Japanese tax rules so they are subjected to taxation.

1. Register the way you wish your "Research Expenses" ("Expenses") to be handled for the first fiscal year of your fellowship tenure. Click [Enter] in the [Applying for Research Expenses] menu in [(1) Registering information required for the acceptance process].

2. Select (A) or (B) and click [OK] to confirm your entry. You may modify the contents you entered as many times as you want up until the deadline.

JSPS 独立行政法人日本学術振興会  
電子申請システム

申請者向けメニュー (For Candidates) 研究遂行経費の取扱い希望入力 (Applying for Research Expenses)

研究遂行経費の取扱い希望入力  
Applying for Research Expenses

「研究遂行経費」とは、研究助成金のうち、生活に関わる経費ではなく、特別研究員申請書に記載された研究課題及びするために要する経費のこと、学術会議費、各種研究会等への参加費、学術調査に係る経費、自宅での研究に必要します。

「研究遂行経費」としての支出が、当該年度の研究助成金額の3割相当額以上となることが確実に見込まれる場合は、該当額を課税対象（所得税・住民税）より除外する取扱いを希望することができます。

※科学研究費助成事業（特別研究費助成費）等、特別研究員が受給できる他の研究費とは別のものです。（二重に計上されません。）

「研究遂行経費」としての支出が3割未満の場合の対応については特別研究員事業の「よくある質問」Q31を参照し

If desired, Fellows may apply to use 30% of their allowance stipends ("Stipends") for "Research ("Expenses"), applicable to only carrying out the Fellow's research plan (e.g. fees for academic expenses for scientific investigations, and for research activities conducted at home).

Fellows may apply for this measure only when their Expenses exceed 30% of their total Stipend I year (April-March). A tax exemption (income tax and residential tax) may be requested for the amount of Expenses in the Stipend.

※Claiming duplicate expenses from both the Expenses and Grant-in-Aid for JSPS Fellows (KAKE) prohibited.

See "よくある質問" Q31 in the Guidelines to check the handling of cases when the amount of Expenses is lower than 30% of the annual Stipend.

\*Please ask the relevant office in your host institution if you need assistance in understanding any of the Guidelines' contents.

※**授業料免除のため、「研究遂行経費」の適用の有無について大学に書類の提出を求められる場合があります**。この画面を印刷するか、もしくは画面のスクリーンショットを保存するなどしてください。採用後は、**この有無に関する証明書を発行することができます**。

\*Be sure to print out this screen or save this screenshot as this information may be required for tuition waiver procedure.

JSPS will not be able to issue a certificate as to whether or not you applied for Expenses have been accepted for the Fellowship.

研究遂行経費の取扱い希望の有無  
Applying for Research Expenses

<注意事項>

- ア. イメージが表示する方を選択してください。
- ア. 税の取扱いを希望する場合は、必ずその他の税が課税されない状態にしてください。
- 使用2年未満の際の取扱いについて、「日本学術振興会特別研究員選考事項および諸手続きの手引」記載の「II-1-9. 研究費について」を参照してください。

<Notes>

- (1) Please select (A) or (B).
- (2) If you select (A), confirm the all terms below.
- (3) See II-19 in the Guidelines for the handling of Expenses from the Fellowships's second fiscal year.

\*Please ask the relevant office in your host institution if you need assistance in understanding any of the Guidelines' contents.

○ A. 私は、**特別研究員の採用初年度について**、研究遂行経費の取扱いを希望します。  
A. I apply to use Expenses from my Stipend for the first fiscal year of my fellowship.

※以下の確認事項をよく確認し、理解しています。

- 「日本学術振興会特別研究員選考事項および諸手続きの手引」記載の、「II 研究費について」を熟読し、理解しました。
- 研究遂行経費のうち、その割合相当額以上を研究遂行経費として使用することが確実であり、適正な執行計画を立てています。
- 「研究遂行経費の支出報告書」を定められた期限内に必ず提出します。
- 研究遂行経費に未使用額が発生した場合は、適徴的税額を確定の期日までに支払う必要があることを理解しました。

※I understand and confirm the contents of the following statements.

- I have thoroughly read and understand the contents of II-2 to II-4 of the Guidelines.
- I'm certain that my Expenses will exceed 30% of the annual amount of my Stipend. I also have made a plan to appropriately use these funds.
- I will submit an annual research expenditure report on my Expenses by the specified deadline in each fiscal year.
- I understand that if my Expenses are lower than 30% of my annual Stipend, the difference will be subjected to additional taxation. I agree to pay the amount by the specified due date.

○ イ. 私は、**特別研究員の採用初年度について**、研究遂行経費の取扱いを希望しません。  
B. I DO NOT apply to use Expenses from my Stipend for the first fiscal year of my fellowship.

OK 戻る Back

- You can download a letter of certification which can be acceptable for administrative procedures for tuition waiving by clicking "download" button on the notification screen after completing your registration.

After you have been accepted for the fellowship, JSPS will not be able to issue a certificate on whether you applied for Expenses.

名称 Item	受付期限 Entry Deadline	最終更新日 Date of Last Update	通知 Notice	登録状況 Current Processing Status
研究遂行経費の取扱い希望 Applying for Research Expenses	XXXX年XX月XX日 ～XXXX年XX月XX日	XXXX年XX月XX日 XX時XX分	 Downloaded	登録済み Registered ◆ 修正 Modify
住所等情報	XXXX年XX月XX日			未登録 Not Registered

Fill in all fields in Japanese.

For all the following items, register your contact information that will be valid on and after April 1, 2026. To register the information, click [Enter] in the [Contact Information] menu in [(1) Registering information required for the acceptance process]. You may modify the contents you have entered as many times as you want up until the deadline.

### 1. Registered Address

This information will be used by JSPS for your year-end tax adjustment. You must check the consistency between what is entered here and your registered address in Japan. If you do not have a registered address in Japan because of currently residing overseas, please enter your last registered address just before leaving Japan. Contact JSPS if you have never resided in Japan.

### 2. Contact Information

This information will be used by JSPS to contact you during your fellowship tenure. Enter a postal address at which you can receive mails including your tax and other documents from us. Also enter a phone number and an e-mail address at which you can receive important notices from us.

### 3. Emergency Contact Person

This information will be used in case we cannot reach you using the information provided in [2. Contact Information]. Select a person residing in Japan as your emergency contact person. Please enter a postal address, phone number, and e-mail address for the person. The phone number should be different from the one you entered in [2.]

**1 住民登録住所 Registered Address**

海外滞在中の日本国内に住所登録のない場合、渡航直前に登録のあった国内の住所を記入してください。  
If you do not have a registered address in Japan because you are currently residing overseas, please enter your last registered address just before leaving Japan.

〒(Postal Code)\*  
(住所)(Address)\*

渡航直前に登録のあった国内の住所を記入してください。  
Enter a postal address in Japan at which you can receive mail including tax and other personal information from JSPS. Also enter an e-mail address at which you can receive important notices from JSPS.

※郵便番号(Phone Number)\*  
Email:

**2 送付先住所 Contact Information**

海外滞在中の日本国内に住所登録のない場合、渡航直前に登録のあった国内の住所を記入してください。  
If you do not have a registered address in Japan because you are currently residing overseas, please enter your last registered address just before leaving Japan.

〒(Postal Code)\*  
(住所)(Address1)\*  
(住所)(Address2)\*  
(住所)(Address3)\*

※郵便番号(Phone Number)\*  
Email:

**3緊急連絡先 Emergency Contact Person**

日本国内にいる人、かね、緊急連絡先の電話、氏名は未入力としてください。  
Select a person residing in Japan as your emergency contact person.

In the following fields, don't enter your own name or phone number (already been entered in the above 2. Contact Information).

〒(Postal Code)\*  
(住所)(Address1)\*  
(住所)(Address2)\*  
(住所)(Address3)\*

※郵便番号(Phone Number)\*  
Email:   
氏名(漢字等)Name in Kanji (Chinese characters):  
(姓)(Family name)\*  (名)(First name)\*  例: 学振 太郎  
氏名(フリガナ)Name in Katakana:  
(姓)(Family name)\*  (名)(First name)\*  例: ガクシン タロウ  
続柄(Relationship to you)\*:  例: 友

- If you are planning to move after April 2026, register your new postal address in the System. Register an alternative address in which you can receive mails from JSPS if you have not yet established a new address. See the applicable guidelines and register your new address once you know it.
- If you want to modify the contents after deadline, refer to the applicable Guidelines.

**Fill in all fields in Japanese.**

Register your financial institution information to receive your Stipends. Click [Enter] in the [Financial Institution Information] menu in [(1) Registering information required for the acceptance process]. You may modify the contents you have entered as many times as you want up until the deadline.

### 【Notices】

- **Stipends can only be deposited in Japanese bank accounts.**
- Stipends can only be transferred into a bank account of which the Fellow is the account holder.
- Please be sure to enter accurate information in this section, otherwise your Stipend will fail to be transferred.
- If your bank account number has less than 7 digits, place 0s as necessary in front of your account number to make it 7 digits.
- If you have a Japan Post Bank (ゆうちょ銀行) account, please confirm the ability of your account to receive a transfer from other banks.

See the following link of the Japan Post Bank to acquire information on bank transfers.  
[https://www.jp-bank.japanpost.jp/kojin/sokin/furikomi/kouza/kj\\_sk\\_fm\\_kz\\_1.html](https://www.jp-bank.japanpost.jp/kojin/sokin/furikomi/kouza/kj_sk_fm_kz_1.html) [only in Japanese]

- **The Stipend for April is deposited in May together with the one for May every year.** Contact “研究者養成課研究者養成第三係” (Kenkyusha Yousei daisan gakari) via email (yousei3@jsps.go.jp) if you have questions regarding the transfer of your Stipend.
- **If you want to modify the contents after deadline, see [III-3.] of the Guidelines.**

**I-2-④ Researcher Number and Academic Unit Number of the Host Research Institution  
(Grant-in-Aid for JSPS Fellows)**

**Deadline: Wednesday, March 18, 2026**

Register your researcher number and the information of the unit in charge of the management of Grant-in-Aid for JSPS Fellows (KAKENHI). Click [Enter] in the [Researcher Number and Academic Unit Number of the Host Research Institution (Grant-in-Aid for JSPS Fellows)] menu in [(1) Registering information required for the acceptance process] on the electronic application system. You may modify the contents you have entered as many times as you want up until the deadline.

## 【Notices】

- If you chose “Not apply” for Grant-in-Aid for JSPS Fellows in your application, you do not need to enter this item. (“No registration required” will be shown in the current processing status.)
- Enter your researcher number if you have acquired it. If not, leave the column blank.
- You can check the list of information on registered academic units by host research institution by clicking the “See the List” button beside the column for entering the academic unit number. Enter the academic unit number (3 digits) that corresponds to the name of the academic unit.
- Here you will register the information on the academic unit that will manage Grant-in-Aid for JSPS Fellows after formal selection. The unit may not be the same as the academic unit that you stated in your application for the fellowship you will belong to after you are selected as a Fellow.
- If you are not sure about the correct academic unit number, please ask your host research institution about it.
- Please contact us (yousei2@jsp.go.jp) if you need to correct the information after the deadline.

## I-3. Registering information required for the acceptance procedure in April and submitting documentation

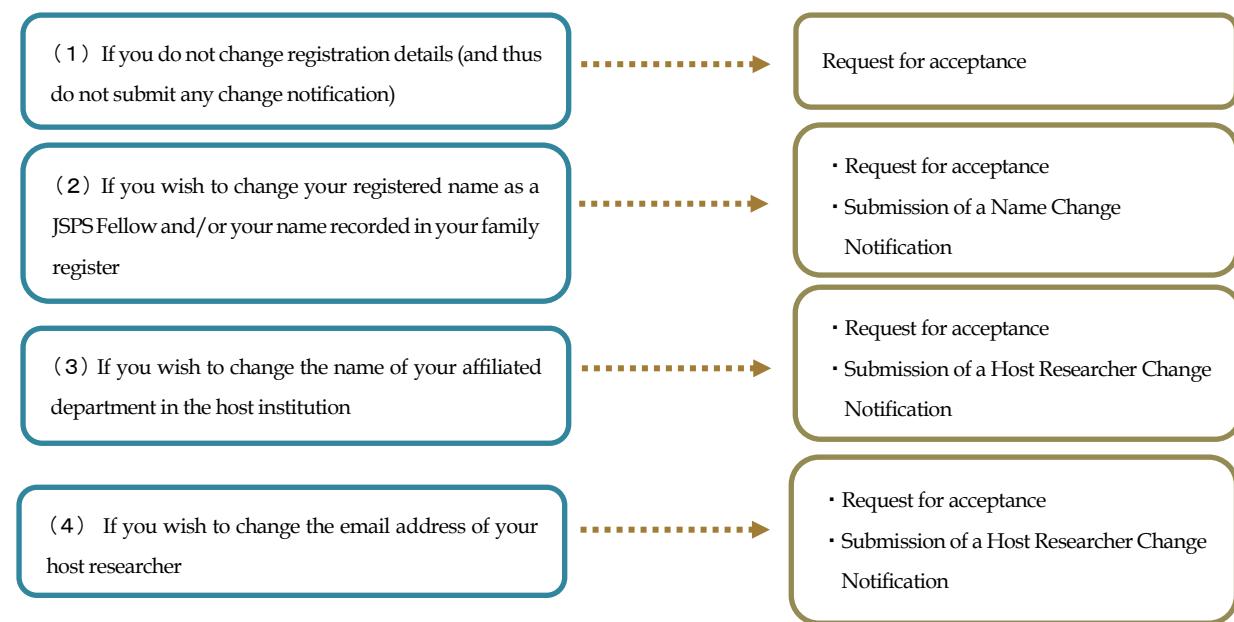
Deadline: Tuesday, April 7, 2026

### I-3-① Requesting official acceptance from your host research institution

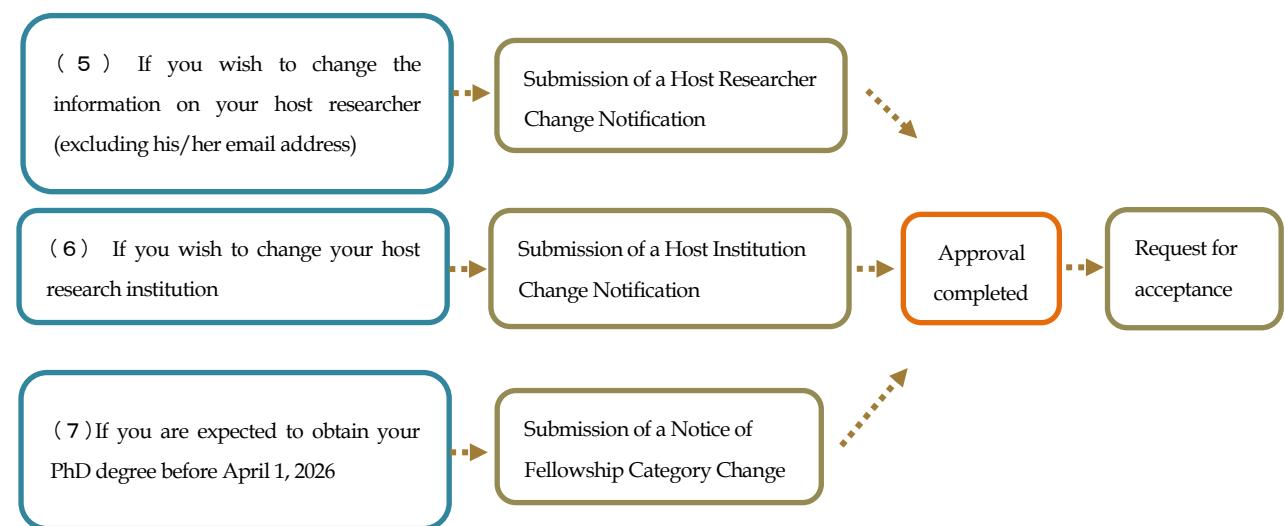
Request your host institution to officially accept you as a JSPS Research Fellow. Start from the [(2) Requesting official acceptance from your host research institution] menu in [Administrating the Fellowship Acceptance Procedure]. **This approval process must be completed by the host institution by April 7, 2026.** Follow the instruction given by your host institution if you are requested to do so by them.

In some cases, the request for acceptance from your host research institution should be submitted after the change notification has been approved. Please check the following chart.

You can make a request for the acceptance from your host research institution along with submitting the change notifications indicated in the chart below.



If you need to submit the change notifications indicated in the chart below, start with submitting them first. Be sure to make a request for the acceptance from your host research institution after the change process has been completed.



If you have made a request for the acceptance from your host research institution while the change procedure is in progress, or if you have submitted the change notifications before you confirm the approval of your request for the acceptance, please follow these steps:

- The request for the acceptance will be automatically canceled once the change process has been completed. You need to make a request again after confirming the completion of the change process. Be sure that your request reflects the updated information.
- If you find that your request has already been accepted, contact the institution you submitted it to and ask what actions to take.

1. Click [Request for Acceptance] to request your host institution's acceptance.

JPSPS 独立行政法人日本学術振興会  
電子申請システム

申請者向けメニュー(For Candidates) > 採用手続管理(Administering the Fellowship Acceptance Procedure)

採用手続管理  
Administering the Fellowship Acceptance Procedure

研究者養成事業

事業名(Fellowship Category): 20XX年度 特別研究員-PD

(2) 採用時受入承諾の承認依頼

受入研究機関に受入承諾の承認を依頼します。  
受入研究機関が承認した場合は状況欄に「受入研究機関承認完了」と表示され、承認処理が完了となります。

(2) Requesting official acceptance from your host research institution

- Request your host research institution to accept you as a JSPS Fellow.
- Your processing status will change to "Accepted by Host Institution" once your host institution approves your request.

受入研究機関名 Host Research Institution	受付期限 Entry Deadline	承認依頼日 Date of Acceptance Request	受入機関承認日 Date of Approval by Host Institution	状況 Current Processing Status
○○○○大学	XXXX年XX月XX日～ XXXX年XX月XX日			承認依頼前 Before Requesting Acceptance 

2. Check and make sure that the information on your host researcher, etc. is correct, then click [OK].

JPSPS 独立行政法人日本学術振興会  
電子申請システム

申請者向けメニュー(For Candidates) > 受入承諾の承認依頼確認(Confirming Request for Acceptance)

受入承諾の承認依頼確認  
Confirming Request for Acceptance

研究者養成事業

受入研究機関に受入承諾の承認を依頼します。  
表示内容を確認後、[OK]ボタンをクリックしてください。

I request the host institution to officially accept me as a JSPS Fellow.

Confirm the contents and click [OK].

<注意事項>

- 申請時と受入研究者、又は受入研究機関が異なる場合は先に変更履歴を提出し、承認後に依頼を行ってください。

<Notes>

- If any changes have occurred in the information on your host institution/researcher vis-a-vis that stated in your application form, first submit a change notification and then submit your acceptance request.

研究課題名 Title of Research	(和文) (Japanese) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
受入研究機関名 Host Research Institution	(コード) (Code) XXXX (和文) (Japanese)XXXXXXX
氏名 Name	(フリガナ) (Katakana) (姓) (Family name) (カイレ) (名) (First name)イテロウ (漢字等) (Kanji) (Chinese characters), etc. (姓) (Family name)受入 (名) (First name)一郎
部署名 Affiliated Department	(コード) (Code)XXXX (和文) (Japanese)XXXXXXX
職名 Position	(和文) (Japanese) XXXXXXXXXX
連絡先 Contact Information	XXXXXXXXXX@XXXXXXXX.ac.jp

OK 戻る Back

- At the time of requesting acceptance, your host researcher will not receive an email to that effect. Your host institution will first check with your host researcher whether or not to accept your request for acceptance, and will process all acceptance requests at once.
- Update your host researcher's email address if it has changed from the one she/he had at the time of application. See [III-1-④ Host Researcher Change Notification].
- If your processing status has not changed to "Accepted by Host Institution" after the deadline (April 7, 2026), contact your host research institution.
- After sending a request for acceptance, your processing status might remain "Processing in Host Institution" as your host institution accepts all requests from candidates at once near the deadline.

## I-3-② Confirmation of DC-Fellowship Eligibility

Deadline: Tuesday, April 7, 2026

Register the information needed to confirm your eligibility as a DC Research Fellow. Start from the [(4) Confirmation of DC-Fellowship Eligibility] menu in [Administrating the Fellowship Acceptance Procedure]. This approval process must be completed by the host institution no later than April 7, 2026.

1. Click [Enter] to start registering information.

(4) DC資格確認

- DC資格確認に必要な情報を登録します。
- 日本学術振興会が受理した場合は状況欄に「学術受理」と表示され、処理が完了となります。
- 登録内容は受け取ったまでは何度も修正することができますが、受入研究機関が承認を行った場合は処理が完了するまでは登録内容の修正ができなくなります。

(4) Confirmation of DC-Fellowship Eligibility

- This is to register information needed to confirm your eligibility as a DC fellow.
- Your processing status will change to "Accepted by JSPS" once JSPS accepts your data.
- You may modify the contents you've entered as many times as you want up until the deadline. However, you may not edit them while your host institution is in the process of approving your data.

名稱 Item	受付期限 Entry Deadline	最終更新日 Date of Last Update	受入機関承認日 Date of Approval by Host Institution	状況 Current Processing Status
DC資格確認 Confirmation of DC-Fellowship Eligibility	XXXX年XX月XX日			未登録 

Your processing status will change to "Processing in JSPS" once your host institution accepts your data.

2. After reading 【Notices about Confirmation of DC-Fellowship Eligibility】 in the next page, enter the information on your doctoral course enrollment status as of April 1, 2026.

- Inquire at the academic affairs department of your university if you are unsure about what information is to be entered in this menu. The way of calculating periods of leaves (etc.) may differ by university.

JSPS 総合行政入日本学術振興会  
電子申請システム

申請者向けメニュー - (For Candidates) > DC資格確認情報入力 (Entering Information to Confirm DC-Fellowship Eligibility)

DC資格確認情報入力  
Entering Information to Confirm DC-Fellowship Eligibility

DC資格確認  
Confirming DC-Fellowship Eligibility

<注意事項>

- \*のついた項目は必須項目です。

<Notes>

- Fields marked with "\*" are mandatory fields.

標準修業年限  
Standard length of time to complete the degree

入学年月日  
Date of your admission in the doctoral course

編・転・再入学時の在学期間換算  
Aggregate period of enrolment prior to transferring or being readmitted into the doctoral course

休学の有無  
Have you taken leave during the doctoral course?

休学期間合計  
Total period of leave taken

(西暦) XXXX年4月1日時点における  
博士在学期間累計  
The total period of your doctoral course enrolment as of April 1, xxxx

Enter the standard length of time to complete the degree in the doctoral course you are enrolled in.  
\* [年間](Year)

入学の他・進学・編入学・転学・再入学等の事由が発生した年月日を入力してください。  
Aside from this admission date, if applicable, enter the date that you advanced from a master's course to the doctoral course, transferred (from another department, university) into the doctoral course, or were readmitted into the doctoral course.  
\* [年](Year) [月](Month) [日](Day) [・進学(enter)]

入学種別で「編・転・再入学」を選んだ場合のみ在学期間換算を入力してください。  
Enter this aggregate period of enrolment only if you chose 編・転・再入学 (transfer/readmission) in the above pull-down field.  
\* [年](Year) [月](Month)

選択開始前日までの博士課程在学期間中の休学期の有無を入力してください。  
Select one of the following options as to whether or not you have taken a leave.  
○ 有 (Yes) ○ 無 (No)

選択開始前日までの博士課程在学期間中の休学期の有無を入力してください。  
Enter these fields only if you have taken leave during the doctoral course.  
\* [年](Year) [月](Month)

博士在学期間中の休学期間の合計が6ヶ月未満の場合は、在学期数に加算します。  
If the total period of leave is less than 6 months, it is regarded as part of the total period of enrolment.

OK Back

## 【Notices about Confirmation of DC-Fellowship Eligibility】

### ・Standard length of time to complete the degree

- ・ Enter the standard length of time to complete the degree of the doctoral course in which you are enrolled on April 1, 2026.
- ・ Check and make sure that the information matches the [Type of Doctoral Course] you have selected in the [Status of Doctoral Course Studies] field at the time of application (unless the information has changed since the time of application).

### ・Date of your admission in the doctoral course

- ・ Enter the date that you were admitted in/advanced from a master's course to/ transferred (from another department, university) into/ were readmitted into the doctoral course stated above. Select the applicable option from the pull-down field.

### ・Aggregate period of enrollment

- ・ Enter this only if you chose 編・転・再入学 (transfer/readmission) in the pull-down field in [Date of your admission in the doctoral course].

**Fill in the aggregate period of your enrollment at the time you transferred/were readmitted into the doctoral course.** Inquire at the academic affairs department of your university if necessary.

Example: Enter "one year and three months" in this field if you transferred into a 3-year doctoral course and had one year and nine months left to complete the degree at the time you transferred.

\*3 years - 1 year and 9 months = 1 year and 3 months

### ・Have you taken leave during the doctoral course?

- ・ If you have taken leave between the date of admission/advancement in the doctoral course and the day before the start of your fellowship tenure, select [Yes].
- ・ If you haven't taken leave until the day before the start of your fellowship tenure, but will take leave and suspend your fellowship from the first day of your fellowship period (April 1), select [No].

### ・Total period of leave taken

- ・ If you have taken leave between the date of admission/advancement in the doctoral course and the day before the start of your fellowship tenure, enter the total length of leave.
- ・ If you haven't taken leave until the day before the start of your fellowship tenure, but will take leave and suspend your fellowship from the first day of your fellowship period (April 1), you do not need to enter this field.

Prepare required documentation after checking notices below.

**【Notices】**

- **Submissions are only accepted via forms uploaded to the JSPS electronic application system.** No documentation is required to be submitted via postal mail.
- DC candidates who have/will receive a doctoral degree by April 1, 2026, must first submit Notice of Fellowship Category Change (DC→PD) in the System **before submitting their documentation.**
- **The documentation to be submitted differs by fellowship category.** See the following pages for the requirements, then start preparing your documents in timely manner.  
PD → P.16  
RPD → P.16  
DC → P.16
- You can download the forms and samples from JSPS website.  
URL : [https://www.jsps.go.jp/j-pd/pd\\_tebiki/yoshiki/saiyounaitei.html](https://www.jsps.go.jp/j-pd/pd_tebiki/yoshiki/saiyounaitei.html)
- **Only PDF files (a file extension ending in .pdf) under 10MB are acceptable.**
- **Preserve your original copies of uploaded documents.**
- **Write the following three items on the top right corner of your uploading documents.** Either hand-writing or typing is acceptable.  
(1) Fiscal year that your fellowship tenure starts, (2) your fellowship category, and (3) application number
- Check that there are no blurred or missing parts in your scanned documents before uploading them. JSPS may ask you to resubmit documents if any deficiencies are found in them.
- Scanned certificates watermarked as "COPY" or "UNOFFICIAL" (etc.) are acceptable.

1. Upload your PDF file in the [(3) Submitting Documentation] menu in [Administrating the Fellowship Acceptance Procedure]. Check your documents carefully before uploading them, even though documents could be resubmitted before the deadline.
2. Click [Register] in [Current Processing Status] to start uploading. Click [Modify] to re-upload if you want to modify the contents of your documents. You can confirm your uploaded documentation by clicking [Download].

**After uploading, make sure that [Current Processing Status] of each item has been turned into [Submitted].**

**The items displayed on the screen and documents to be submitted differ according to the candidate's fellowship category.**

**Complete uploading PDF files by April 7, 2026**

3. Select a file to upload, and click [OK]. Confirm the notices stated in <Notes> on the screen before uploading.

**The formats for uploading documents are different for each document, so be sure to upload PDF files in the applicable format.**

- **JSPS does not respond to candidates' questions regarding their individual submission status.**
- An email will be automatically sent to you when uploading is completed.
- JSPS will contact you or your host institution if any deficiencies are found in your documents.

## II. Documentation to be submitted for Each Fellowship Category

### II-1. Documentation to be submitted by PD candidates

### II-2. Documentation to be submitted by RPD candidates

**Candidates of PD/RPD Research Fellowship are asked to read the guidance in Japanese  
(as more details are given).**

### II-3. Documentation to be submitted by DC candidates

#### 【Required documentation list】

Seq.	Form No.	Items to Submit	Reference	Target	Deadline
①	Form1	For the 2026 Application for (Change in) Exemption for Dependents of Employment Income Earner	Example Entry 1	<u>All Candidates</u>	April 7, 2026 (Tue.)
②	—	Certificate of Enrollment	Sample 2	<u>All Candidates</u>	

#### II-3-① Form1, For the 2026 Application for (Change in) Exemption for Dependents of Employment Income Earner [required for all Candidates]

- ALL the candidates are required to submit this documentation to receive a Stipend, even if they do not have a spouse or dependents.
- DO NOT fill in your and your family member's Individual Number/マイナンバー in this form.
- Write your registered address on and after April 1, 2026.
- Preserve your original copy of this form, and inform JSPS if any changes have occurred in the information stated in the form during 2026. See II-6 in the Guidelines for details on the change procedure.
- Fellows are not allowed to submit this form to multiple salary payers.
- Submit this form to JSPS even if you have already submitted one to another salary payer this year. Also, be sure to notify the other salary payer to which you have already submitted the form of the fact that you have submitted another copy to JSPS.

#### II-3-② Certificate of Enrollment [required for all Candidates ]

- This menu will appear on April 1, 2026. Upload the certificate which covers all the requirements listed in the following note "Requirements for Certificate of Enrollment" from April 1, 2026 through April 7, 2026.
- Submit a certificate of graduate school enrollment issued by your university. This is to confirm your eligibility as a DC fellow, verifying the fact you are enrolled in a doctoral course at a university in Japan as of April 1, 2026.
- The date of the certificate's issuance must be on or after April 1, 2026.

- If your certificate contains a university-admission date or period of leave of absence, check the consistency between the contents of your enrollment certificate and the contents you entered in the [Confirmation of DC-Fellowship Eligibility] menu.

**[Requirements for Certificate of Enrollment] \*Submit a certificate written in Japanese.**

1. Write the following three items on the top right corner of your uploading documentation.  
(1) Fiscal year that your fellowship tenure starts, (2) your fellowship category, and (3) your application number
2. Your name  
\* Add photocopy of either your family register, passport, or residence card to the PDF file if the description of your names recorded in the certificate differs from the one in your application form. However, it is not necessary to upload a copy of these documents if your original names (e.g., maiden name) are written in parentheses in the registered name field.
3. Date of birth
4. Graduate school's name
5. Date of issue  
**\* Must be on or after April 1, 2026**
6. Official seal of the awarding institution  
Electronic seal or official seal omitted are also acceptable.

### III. Other procedures if applicable

PD • RPD • DC2 • DC1

- **How can I change my name information from that stated in my application?**  
See P.19 for details on the change procedure.
- **How can I change my host institution?**  
**How can I change both of my host institution and host researcher?**  
See P.22 for details on the change procedure.
- **How can I change my host researcher, or the information regarding my host researcher?**  
**How can I change the information regarding my affiliated department in the host institution?**  
See P.23 for details on the change procedure.
- **How can I decline to accept the fellowship?**  
See P.25 for details on the declining procedure.
- **How can I request a certificate that states I have been preliminarily selected as a JSPS Research Fellow?**  
See P.26 for the details.
- **How do I inform JSPS in advance if I will be staying abroad on and after April 1 of 2026?**  
Submit an advance notification of staying abroad to “研究者養成課研究者養成第三係” (Kenkyusha Yousei daisan gakari) via email ([yousei3@jps.go.jp](mailto:yousei3@jps.go.jp)) **by February 27, 2026** if the period of your overseas stay will be 28 days or longer starting from April 1, 2026. See III-9 in the Guidelines to find what is to be contained in the email.
- **How can I suspend my fellowship from April 1, 2026 for reasons of child-bearing/nursing or sickness/injury?**  
See III-13 or III-14 in the Guidelines and submit the required documentation to JSPS via email ([yousei3@jps.go.jp](mailto:yousei3@jps.go.jp)) **by April 17, 2026**. Contact us as soon as possible if you find that you need to suspend your fellowship beyond the deadline.

DC2 • DC1

- **What procedure do I need to take if I have obtained PhD before April 1, 2026?**  
You will need to first change your fellowship category from DC to PD. Note that the period of your fellowship will not change from that of a DC Research Fellow. See P.20 for details.
- **What should I do if I do not meet some qualifications such as total enrollment period?**  
You will need to decline the Fellowship. See P. 25 「III-2. Declining the Fellowship」 in this booklet for the procedure. You are not allowed to change your fellowship category to make yourself eligible.

### III-1. Procedures for changing registered information

Fill in all fields in Japanese.

Deadline: Wednesday, March 18, 2026

\*Please ask the relevant office in your host institution if you need assistance in entering information in Japanese.

Submit applicable change notifications if any changes occur in the information stated in your application form before April 1, 2026. Start from the [●Change notification] menu in [Administrating the Fellowship Acceptance Procedure] in the System.

See the Guidance for JSPS Electronic Application System to find how to enter each item.

- Guidance for JSPS Electronic Application System [only in Japanese]  
URL:<https://www-shinsei.jsp.go.jp/topyousei/download-yo.html#a2>

申請者向けメニュー—(For Candidates) > 採用手続管理(Administering the Fellowship Acceptance Procedure)

採用手続管理 Administering the Fellowship Acceptance Procedure 研究者養成事業

事業名(Fellowship Category) : 20XX年度 特別研究員-PD

各項目は日本語で入力してください。  
Fill in all fields in Japanese.

● 各種変更届

- 申請時の内容から変更がある場合は変更届を提出してください。
- 受入研究機関・受入研究者・資格（DCのみ）に変更がある場合は、受入承諾の承認依頼を行う前に、必ず先に変更届を提出してください。
- 受入研究機関が受入承諾を承認した後は、受入研究機関変更届・受入研究者変更届の提出をシステムが受け付けません。機関担当者に連絡をとり、必要となる手続きを行ってください。
- 変更届の入力画面でアップロードする書類は、同じ書類を「(3) 必須書類の提出」で提出していた場合でも別途登録が必要となります。
- 登録して完了画面が表示された時点で日本学術振興会の担当者が内容を確認できるようになります。
- 登録内容は受付期限まで何度でも修正することができますが、受入研究機関が承認、又は日本学術振興会が受理を行った場合は処理が完了するまでは登録内容の修正ができなくなります。

● Change Notification

- Please resubmit your application documents if any change occurs to their contents stated in your application.
- If any changes occur in the information regarding your host institution, host researcher, and/or fellowship category, first submit a change notification before requesting for acceptance.
- After your host institution accepts the request of acceptance, you cannot submit change notifications via the System. Please ask the relevant section at the institute for the procedural information.
- Please resubmit these documents even if you have already uploaded them under (3) Submitting Documentation.
- JSPS will be able to confirm what you entered once the submission process is completed.
- You may modify the contents of your documents as many times as you want up until the deadline. However, you may not edit the documents while your host institution or JSPS is in the process of approving your change notice.

変更届名 Notification names	受付期限 Entry Deadline	登録日 Date of Registration	受入機関承認日 Date of Approval by Host Institution	字書承認日 Date of Approval by JSPS	添付書類の確認 Check Uploaded Files	状況 Current Processing Status
氏名等変更届 Name Change Notification	XXXX年XX月XX日～ XXXX年XX月XX日	XXXX年XX月XX日 XX時XX分	対象外	XXXX年XX月XX日 XX時XX分		学振受理 Accepted by JSPS
氏名等変更届 Name Change Notification	XXXX年XX月XX日～ XXXX年XX月XX日		対象外			 入力 Enter
氏名等変更届 Name Change Notification	XXXX年XX月XX日～ XXXX年XX月XX日	XXXX年XX月XX日 XX時XX分	対象外			 学振却下 Rejected by JSPS  修正 Modify
受入研究機関変更届 Host Institution Change Notification	XXXX年XX月XX日～ XXXX年XX月XX日	XXXX年XX月XX日 XX時XX分	XXXX年XX月XX日 XX時 XX分	XXXX年XX月XX日 XX時 XX分		学振受理 Accepted by JSPS
受入研究機関変更届 Host Institution Change Notification	XXXX年XX月XX日					 入力 Enter
受入研究者等変更届 Host Researcher Change Notification	XXXX年XX月XX日～ XXXX年XX月XX日	XXXX年XX月XX日 XX時XX分	XXXX年XX月XX日 XX時 XX分	XXXX年XX月XX日 XX時 XX分		学振受理 Accepted by JSPS
受入研究者等変更届 Host Researcher Change Notification	XXXX年XX月XX日～ XXXX年XX月XX日	XXXX年XX月XX日 XX時XX分				 受入機関却下 Rejected by Host Institution  修正 Modify
DC→PD資格変更届 Notice of Fellowship Category Change (DC→PD)	XXXX年XX月XX日～ XXXX年XX月XX日		対象外		 ダウンロード Download	登録済み Registered  修正 Modify

### III-1-① Name Change Notification

Deadline: Wednesday, March 18, 2026

Start from the [Name Change Notification] menu in [Administering the Fellowship Acceptance Procedure] in the System. **Characters not contained in JIS level-1 and level-2 Kanji sets cannot be registered in the System.** Please replace such characters with ones contained in the two sets.

1.登録名を変更する Change your Registered Name as a JSPS fellow (○はいYes ⚡いいえNo)

⇒ 变更後の登録名 Registered Name (new/correct) (フリガナ) (Katakana) (姓) (Family name) (名) (First name) (漢字等) (Kanji (Chinese characters), etc) (姓) (Family name) (名) (First name)

2.戸籍名を変更する Change the registration of the name recorded in your family register, or on your passport or residence card (○はいYes ⚡いいえNo)

※証拠書類のアップロードが必須です。 You are required to upload a supporting documentation.

⇒ 变更後の戸籍名 Recorded Name in Your Family Register (koseki), or on your passport or residence card (new/correct) (フリガナ) (Katakana) (姓) (Family name) (名) (First name) (漢字等) (Kanji (Chinese characters), etc) (姓) (Family name) (名) (First name)

戸籍抄本または在留カード (外國の方) の写し Photocopy of your residence card (Non-Japanese candidates) or of your family register (ファイルの選択) ファイルが選択されていません

3.氏名のローマ字表記を変更する Change the alphabetical letters of your name (○はいYes ⚡いいえNo)

⇒ 变更後のローマ字表記 Your Name in alphabetical letters (new/correct) (FAMILY NAME) (First name) (Middle name)

#### 1. Registered Name

This name information will be used in interacting with you as a JSPS fellow. Only one entry of your name information can be registered. You may register your maiden name or nickname (etc.) in this category. However, JSPS assumes no responsibility whatsoever for any disadvantage or trouble that may arise from registering such names. Fellows' registered names will be made public on JSPS's website as stated in the application guidelines (募集要項).

#### 2. Recorded Name in Your Family Register (koseki), or on your passport or residence card

**You must submit a change notification if any change in your name recorded in your family register occurs after the time of your application.**

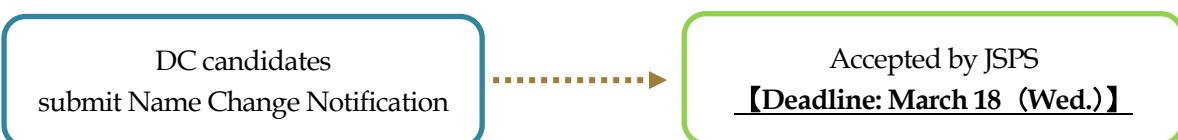
In the case of non-Japanese, enter the name stated in a document such as your residence card that certifies your residence status in Japan.

#### 3. Your Name in alphabetical letters

**Check the consistency of your name as spelled in your passport** as we will use this name information when issuing an English certificate certifying your selection as a JSPS Fellow.

In the case of non-Japanese, enter the name stated in a document such as your residence card that certifies your residence status in Japan.

#### 【Flow of the procedure】



### III-1-② Notice of Fellowship Category Change (DC→PD)

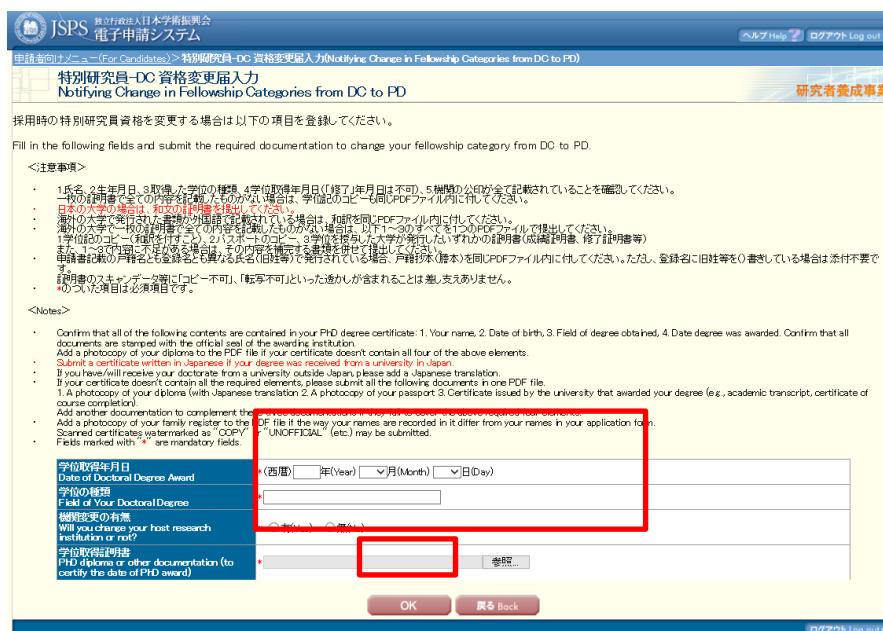
Deadline: Wednesday, March 18, 2026

1. Start from [Notice of Fellowship Category Change (DC→PD)] in [Administering the Fellowship Acceptance Procedure]. You must also upload a document certifying the date you received your PhD.

#### 【Notices】

If it should take some time to obtain this certificate from your university, upload an alternative document certifying that your university has made a decision to award you a PhD. You will then need to upload your university's certificate stating the date you received your PhD. Upload it by March 31, 2026 in [(3) Submitting Documentation] in [Administering the Fellowship Acceptance Procedure].

2. JSPS will inform you of its approval of the change of your category via email after confirming the contents of your notification. Submit a request for acceptance as a PD Research Fellow to your host research institution after receiving the approval from JSPS. To submit this request, go to [(2) Requesting official acceptance from your host research institution] menu in [Administering the Fellowship Acceptance Procedure]. See III-7 in the Guidelines for more information.

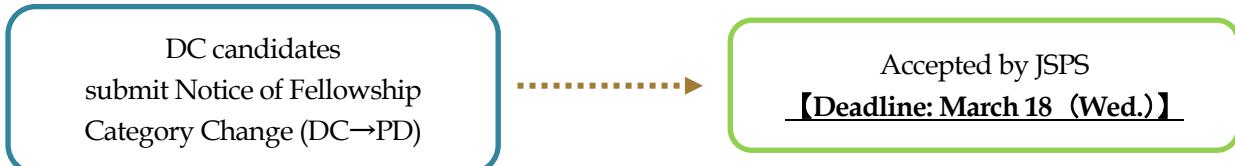


#### 【Notices】

- DC candidates may change their fellowship category from DC to PD if they obtain a PhD by the starting date of their fellowship tenure. This measure does NOT apply if you received a doctoral degree from a university that is different from the one stated in your application form.
- The period of fellowship tenure will not change from that for a DC Research Fellow after changing the fellowship category.
- You will not need to fulfill the following eligibility requirements for PD Research Fellows in this case.
  - (1) Permanent residency in Japan.
  - (2) Choose a host research institution that is different from the university where you obtained your doctoral degree.

- If you should want to change your host research institution, see [Host Institution Change Notification] in P.23 for instructions.
- Even if you are a PD Fellow from the start of your fellowship tenure through the fellowship category change, **you will not be eligible for the employment support program**. You will be a fellowship-type PD Fellow even if your host research institution is an institution with the employment support program.
- Other conditions are same as for PD Research Fellows (e.g., stipulations regarding research funding)

#### 【Flow of the procedure】



### III-1-③ Host Institution Change Notification

Deadline: Wednesday, March 18, 2026

- Enter the information regarding your new host institution in [Host Institution Change Notification] in [Administering the Fellowship Acceptance Procedure] and submit a request for approving the change to the host institution stated in your application.
  - Confirm the applicable department code (4 digits) with the relevant office of **your new host institution** when entering the code in this change notification.

The screenshot shows the 'Change of Host Research Institution' form. The 'Before Change' section displays the current host institution information. The 'After Change' section is where the user enters the new host institution details, including the department code. A red box highlights the 'Reason for the Change' field and the 'OK' button at the bottom.

- Submit a request for acceptance to your new host research institution after JSPS approves your change notification. Be sure that the approval of your acceptance request by the new host institution is completed by the deadline (April 7, 2026).

- The acceptance requests from Candidates are not approved individually. Instead, each host institution will approve all acceptance requests it receives at once. **If your former or new host institution has already completed the approval process, the System will not accept the submission of notification to change your host institution.** Contact your host institution and ask what actions to take.
- See III-5 in the Guidelines if you wish to change your host institution after your fellowship starts.

#### 【Flow of the procedure】



### III-1-④ Host Researcher Change Notification

Deadline: Wednesday, March 18, 2026

- To submit a request for change to your host institution, enter the information regarding your new host researcher in the [Host Researcher Change Notification] menu in [Administering the Fellowship Acceptance Procedure].

#### 【Notices】

- Confirm the applicable department code (4 digits) with the relevant office of your host institution**, when entering the code in this change notification.
- When only changing your host researcher's title, **mark the [Change only the title of my host researcher] checkbox** and enter the information on his/her new title.
- When only changing the information on your affiliated department in the host institution, **mark the [Change only my affiliated department] checkbox** and fill in the information on your new department.
- When changing your host researcher's email address only, **mark the [Change only the email address of my host researcher] checkbox** and enter his/her new email address.
- When DC1 candidates state their host researchers as "to be determined" in their application form, register the information on the "determined" host researcher.
- When your host researcher's affiliated department or title is expected to change at the time your fellowship starts**, you need to submit this change notification.

The screenshot shows the 'Applying for Change of Host Researcher' page. The left side displays 'Old Information' with fields for '部局' (Affiliated Department), '職名' (Position), '氏名' (Name), and 'Email'. The right side displays 'Modified Information (new/correct)' with fields for '部局' (Affiliated Department), '職名' (Position), '氏名' (Name), and 'Email'. A red box highlights the 'Modified Information' section. A large red box highlights the 'Reason for the Change' input field at the bottom. Buttons 'OK' and '戻る Back' are at the bottom right.

- Submit a request for acceptance to your host research institution once JSPS approves your change notification. Be sure that the approval of your request by your host institution is completed by the deadline (April 7, 2026).

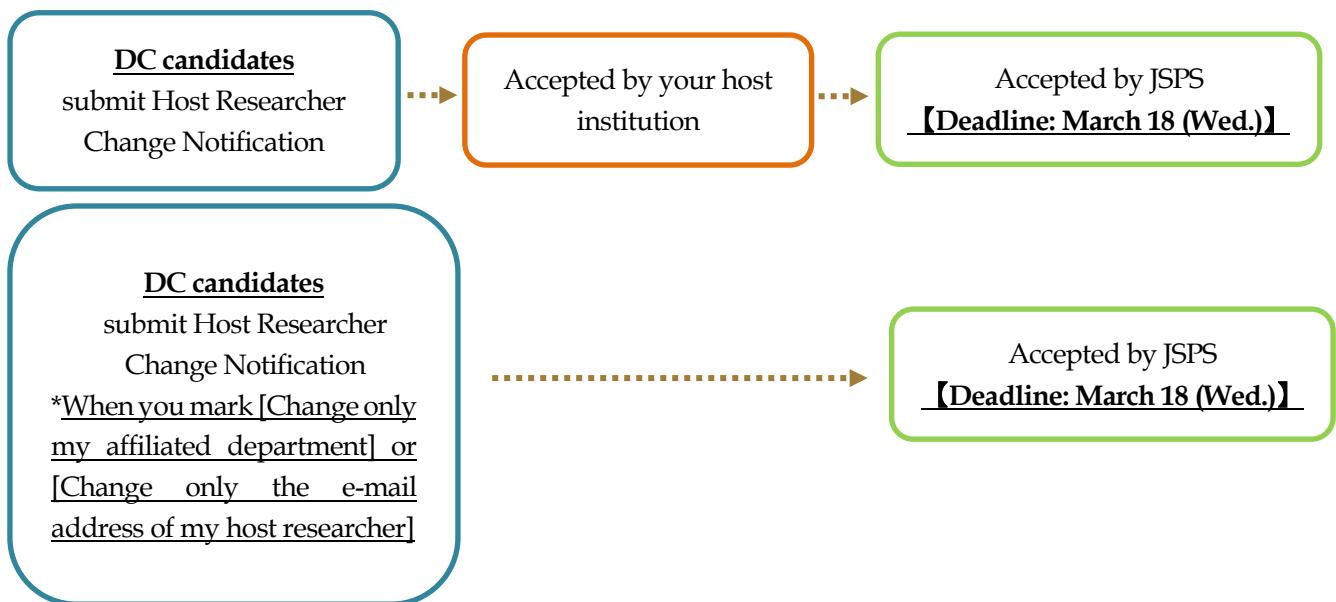
- The acceptance requests from Candidates are not approved individually. Instead, each host institution will approve all acceptance requests it receives at once. **If your host institution has already completed the approval process, the System will not accept the submission of notification to change your host researcher.** Contact your host institution and ask what actions to take.

- You can change the information on your host researcher's title, e-mail address, and the name of your affiliated department up until the deadline even after the host institution approves the acceptance request.
- See III-6 in the Guidelines to find the procedure for changing your host researcher after your fellowship tenure starts.

**【Notices】**

- Note that the host researcher of DC Research Fellows must be their dissertation advisor who is officially registered in their affiliated university, even in the case when the host researcher entrusts the research supervision of the Research Fellow to the staff of another research institution.
- You may change your host researcher to an appropriate person, such as a research department head, if the host researcher stated in your application will not be able to supervise your research due to an unexpected reason. This change will only be valid during the period until you decide your next academic advisor (until around the end of April). In this case, the host institution will be accountable for all contents stated in the change notification.

**【Flow of the procedure】**



## III-2. Declining the Fellowship

Deadline: Tuesday, March 31, 2026

If Candidates should wish to decline to accept the fellowship, they should register their withdrawal in the [Refuse the Fellowship] menu in [Fellowship Acceptance Procedure]. You will also need to inform your host researcher and the relevant staffs in the host institution and applying institution of your decision to decline the fellowship. Your request will be submitted to JSPS via your host research institution after being approved. You may apply for a JSPS Young Researcher Fellowship in the next fiscal year and beyond if you fulfill the eligibility requirements even after declining to accept the fellowship this time.

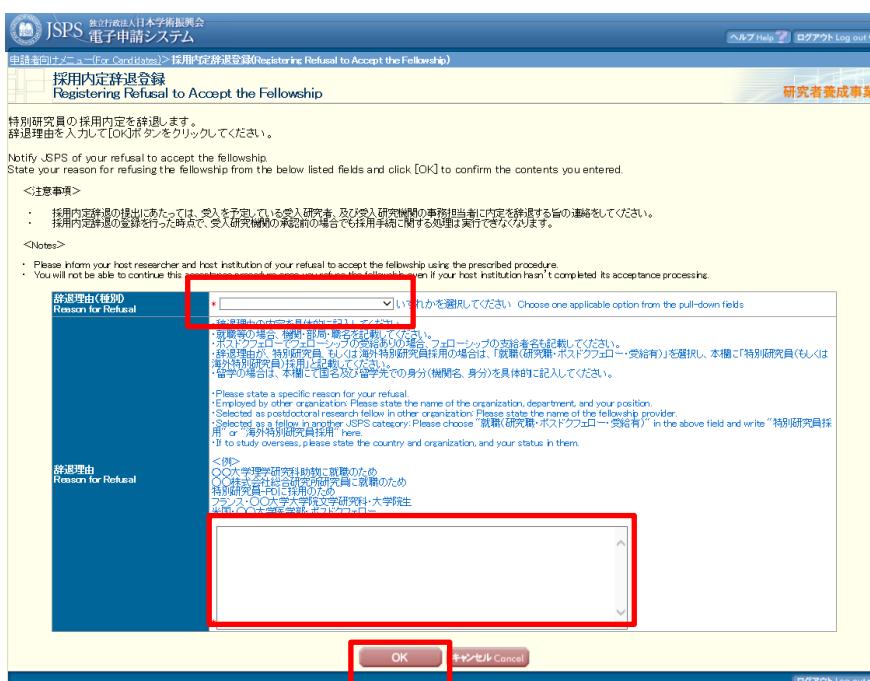
### 【Notices】

- You can register your withdrawal until April 7, 2026 only if there are unavoidable circumstances. However, you are always encouraged to submit it as soon as possible.

1. Click [Refuse the Fellowship] in [Fellowship Acceptance Procedure].

2. Enter the required information and register your withdrawal.

- You will not be able to continue the Fellowship Acceptance Procedure once you register your withdrawal on the System even if your host institution has not yet completed its approval processing.



The screenshot shows the 'Registering Refusal to Accept the Fellowship' page. At the top, there are tabs for 'Help' and 'Logout'. The main area has sections for 'Reason for Refusal' (with a dropdown menu) and 'Reason for Refusal' (with a text area). The 'Reason for Refusal' dropdown menu and text area are both highlighted with red boxes. At the bottom, there are 'OK' and 'Cancel' buttons, with the 'OK' button also highlighted with a red box.

If you are in the process of declining the fellowship with submitting a "Notice of Refusal to Accept Fellowship" form, you can continue and complete the procedure without using the System.

### 【Flow of the procedure】



## IV. Certificates

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### IV-1. Certificate of Preliminary Selection as a JSPS Research Fellow

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Deadline: Tuesday, March 31, 2026

1. Send a request form via email after filling out all the required elements. You can download the form from our website.

URL : [https://www.jsps.go.jp/j-pd/pd\\_tebiki/yoshiki/saiyounaitei.html](https://www.jsps.go.jp/j-pd/pd_tebiki/yoshiki/saiyounaitei.html)

2. We will accept requests that reach us by March 31, 2026.

- We will NOT issue a certificate when the request arrives after March 31, 2026.
- This certificate may not be acceptable by some recipients. We recommend that you check it once before making your request.
- JSPS will not be able to issue a certificate that certifies that you have been officially selected as a Fellow until late April to early May, as we will be in the process of confirming the eligibility of Candidates. See III-24 in the Guidelines to find how to request the issuance of this certificate after your selection is officially determined.

### IV-2. Notice of Research Fellowships Screening Results

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Expiration Date : Tuesday, March 31, 2026

You can download a notice letter of your screening result from the [審査結果詳細] screen in the System. Click the "Request Notice of Research Fellowship Screening Results" button.

- Your screening result (e.g., scores) can be viewed on the System until March 31, 2026. Print out this screen or save the screenshot if necessary.
- You may use this letter for the tuition waiver procedure at your university or for the procedure for JASSO scholarships. You may not use it for other procedures such as those conducted at city offices.
- The contents of this letter are based on the information stated in your application form, even if you have changed your name or your host institution. Request a Certificate of Preliminary Selection (stated above) if you want a certificate that contains your modified information.

# V. FAQ

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**Q1** **Can you extend the deadline for submitting required documentation as I am currently residing overseas?**

A No. JSPS does NOT permit a delay in this submission under any circumstances. You MUST submit the documentation by the deadline, otherwise you will NOT be selected as a Fellow.

**Q2** **Can I resubmit my documentation after uploading it?**

A Yes. Resubmitted documents may be accepted up until the deadline. However, please check your documentation carefully before uploading, trying not to have to resubmit it as much as possible.

**Q3** **Can I delay the submission of a certificate of enrollment past the deadline?**

A No. This certificate is essential for confirming your eligibility as a DC fellow. Every year, we call on the cooperation of relevant staffs at each university to complete the submission of this certificate by the deadline. Ask the staffs in charge of issuing the certificate at your university in March so as to obtain your certificate soon after April 1.

**Q4** **Can I change the title of my research or research plan stated in my application?**

A No. However, it may be permitted only for correcting typographical errors in the research title. In this case, contact JSPS via email.

**Q5** **Can I submit a certificate that states that I am a prospective PhD holder as a substitute for a certificate that certifies the date my PhD is awarded?**

A No. You MUST submit a certificate issued by the university after you are awarded a doctoral degree.

**Q6** **I will obtain a doctoral degree outside Japan. What can I do if the date of my PhD award will be after April 1, 2026?**

A The deadline for submitting your PhD-award certificate may be extended if you submit a certificate issued by the university outside Japan which states that a final decision has been made to award you the degree. The date of this decision must be on or before April 1, 2026. Ask JSPS via email what documents you will need to submit. The certificate must contain the following elements:

- Your name
- Date of birth
- The field of degree obtained
- A statement\* that the university has made its final decision to award you a PhD
- The date that the final decision was made (It must be on or before April 1, 2026.)
- The scheduled date of your PhD award (e.g., commencement date)
- Signature of a university dean (etc.) who is responsible for your PhD award

**\*Submitting a certificate that just describes that you have either fulfilled the requirements or have passed the final examination for a doctoral degree is not acceptable for this measure.**  
This is because other conditions might need to be met to obtain a PhD in some countries, after fulfilling the requirements. We need to confirm the date on which the final decision was made. If any of the elements listed above is missing from your documents, you will not be officially

selected as a Fellow and be asked to decline the offer. Please prepare the necessary documents in advance and contact us if you have questions.

**Q7 What should I do if my host researcher has moved to another research institution or resigned his/her position?**

A Submit a change notification in the [Host Researcher Change Notification] menu. If you also need to change your host research institution, submit a change notification in the [Host Institution Change Notification] menu. See P.23.

**Q8 I am a DC2 candidate and will be able to obtain my doctoral degree by April 1, 2026. Is there something I can do?**

A You can change your fellowship category from DC to PD. See P.20 to find the details.

**Q9 When will I get my notice letter stating I have been officially selected as a JSPS Fellow?**

A You will get it around late April to early May. The notices are supposed to be mailed to the host institutions. If you need a certificate before your fellowship tenure begins, JSPS can issue you a certificate that certifies you have been preliminarily selected as a Fellow. See P.26 for details on this procedure.

**Q10 My Stipend for April has not been deposited by the scheduled payment date.**

A Your Stipend for April is deposited in May together with the one for May every year. Contact “研究者養成課研究者養成第三係” (Kenkyusha Yousei daisan gakari, Email: yousei3@jspots.go.jp) if you have questions regarding the transfer of your Stipends.

**Q11 What are Research Expenses?**

A If desired, Fellows may apply to use 30% of their allowance stipends ("Stipends") for "Research expenses" ("Expenses"), applicable to only carrying out the Fellow's research plan. A tax exemption (income tax and inhabitants tax) may be requested for the amount of Expenses in the Stipend. Fellows may apply for this measure only when their estimated Expenses are 30% or more of their total Stipend for a fiscal year (April-March). If the Expenses are less than 30% of the annual Stipend, please note that the difference will be subject to additional taxation. See II-2 in the Guidelines for details on the applicable usage of Expenses and the obligation to submit an annual expenditure report (etc.).  
Contact “研究者養成課研究者養成第三係” (Kenkyusha Yousei daisan gakari, Email: yousei3@jspots.go.jp) if you have questions regarding this measure.

**Q12 To whom can I ask a question about Grant-in-Aid for JSPS Fellows (KAKENHI) ?**

A Grant-in-Aid for JSPS Fellows (KAKENHI) is one of the “Grant-in-Aid for Scientific Research (KAKENHI)” programs. Ask the relevant staff in your host research institution to contact “研究助成第一課総務企画係” (Kenkyujosei daiikkai, E-mail: tokken-shourei@jspots.go.jp). JSPS does not respond to the direct inquiries from Candidates. “研究者養成課”(Kenkyusha Youseika) does not accept inquiries either.

**Q13 Can I receive other research funding after my fellowship tenure starts?**

A It depends on the type of the research funding. You may receive research funding that satisfies all the conditions stipulated by JSPS. You will need to submit annual reports by the stipulated deadline on the research funding you receive during your fellowship tenure. (See III-16 in the Guidelines.). The deadline for submission of these reports is April 20 of the second year of your fellowship tenure. **You do not need to submit these reports by April 20, 2026.** Note that if you withdraw from the program in the middle of your fellowship tenure, you must submit the reports for that fiscal year within 20 days from the date of withdrawal.  
Contact “研究者養成課研究者養成第三係” (Kenkyusha Yousei daisan gakari, Email: [yousei3@jspo.go.jp](mailto:yousei3@jspo.go.jp)) if you have questions regarding this handling.

**Q14 I cannot submit the reports required under Report on Compensations <Form 5-3> and elsewhere in the Guidelines by the April 20 deadline.**

A The deadline for submission of the reports mentioned in the Guidelines is April 20 of the second year of your fellowship tenure. **No reports are due on April 20, 2026** after the start of your fellowship tenure. Note that if you withdraw from the program in the middle of your fellowship tenure, you must submit the reports for that fiscal year within 20 days from the date of withdrawal.

**Q15 How can I submit an application form for the income tax convention based on the convention between Japan and the country I'm from?**

A We'll provide information on the details of this procedure only to the applicable persons later.

**Q16 How can I log into the Gakushin My Page?**

A You cannot log into the Gakushin My Page until you are officially selected as a Fellow. New Fellows will be notified of the account issuance procedures around May, 2026.