[WEBINAR REPLAY TRANSCRIPT]

Tips for Completing your JISP Online Application

October 8, 2021 @18:00 EDT | October 9, 2021 @7:00 JST

Watch the webinar replay here: https://youtu.be/fsn9ewgapOE

Marci

Hi everyone, we're here today to talk about the online application system and we're joined by Mariel from IIE, on behalf of the program to walk us through the application itself. So I'm going to hand it over to you. Go for it.

Mariel

All right. Well hello, and we are glad that you are here and hope that this webinar provides you with helpful information. What I'll do is be walking you through the process from clicking on our application link as you see here on the Apply page. Once you click on this link, you will be taken to our login page where you will create an account as you will be a new user and applying to a new application. Once you click on that link, you'll follow the next steps to actually accessing your application.

And what I'm going to do here now is actually walk you through a process of applying from your welcome page. What you might also see on the screen throughout our journey with the application is some information on the top right here. This is just going to show up because this is a test application which is why you'll see my name here with the test, and some additional data. On your application, however, this will not be present, you will have a welcome page. And you will see a home button, a welcome page.

And as you build your application, these tabs on the left-hand side will begin to populate. You'll know you have completed or landed at your last tab of the application when you have 14 of these in total. That's including the homepage down to the review button. So, if that helps to orient you with what you're going to be seeing when you initiate the

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application, then, where we're starting off on the right step. Your screen will look a little bit different than mine.

And so now you know how to begin the process, and you know you're doing the right things when you land on the Welcome page. Please take the time to read all of the information provided, as it does walk you through some of the eligibility requirements. We also included some of the videos that we hope you get to take advantage of, and watch and learn a little bit more about the program before you dive into the application process. And then we also included application instructions for you to review. Again, to get you comfortable with the process but also to make you feel at ease. This isn't anything too difficult, it's actually a fun application, and we do hope you enjoy the process.

DATA PRIVACY & ELIGIBILITY SECTIONS 3:10

We also would like to make sure that we tell you to take the time. Make sure you take time to fill out this application. It will be read by the reviewers and you want to make your best impression so having the time to fill out each step, each section, maybe sometimes step away for a moment, that allows you to do your best, and of course we're always here to help answer any questions.

The next page after the welcome page will be the Data Privacy. This is just a technicality, so please do review it and answer accordingly. Once you have selected your response from the drop down, you can click Continue.

And if you notice when I click Continue, it automatically takes me to the next section of the application. Again the eligibility is a simple, short process. Take the time to make your selections. I would like to show you what happens if you enter "No," if you are unable to complete the PhD at 34. As you know, that is part of eligibility requirement. We do have some call outs which will help prompt you right away, so that if in fact there are some conflicts you will have that information right at hand.

And always reach out to us if you have any further questions. If you are someone who maybe has let's say a question about the ability to finish before 34. Because that is important for us to make sure that if you have a question that we do consider it,

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because the application will not allow you to proceed. So definitely touch base with us if you have any conflicts in the eligibility section, as you will not be able to continue the application.

PERSONAL BACKGROUND SECTION 3:54

And then once you have entered your answers, now we begin the technical part of the application which is gathering some of the personal background information.

If you notice, we call out here that all the fields are required unless marked optional. This is super important. You will not be able to submit your application, if any of the required fields, fields are left unmarked or left without being filled out. Basically, you will not be able to submit your application, if any of the required fields are missing.

Marci

Mariel, can I ask a question.

Mariel

Yes

Marci

So we had a question from a student who wanted to know about the mailing address versus permanent address. They weren't clear what exactly the difference was and what you meant by that. So, permanent address. I'm not sure if you're aware of this but in Japan, we have something like, it's called honseki and it's their like registered-with-the-government official permanent address but it's not necessarily the permanent address where their parents for example are living. So, in your mind, what would be the difference between the mailing and the permanent address?

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Mariel

Because this is a guess US centric, in a sense it's an application for a program. The IMF is here, located in the US. We're going to answer that with - permanent address is where you, let's say, receive your mail. But it's also where you technically, you mentioned the parents, where your family may reside and you still receive mail. If you have a different address, let's say if you are attending university, and you live on campus or off campus. That's typically how we use it here.

Marci

Perfect, thank you so much. That helps.

Mariel

Wonderful. And I'm glad you asked that question because a lot of times, depending on where you live, we won't think about these things so it's important that we clarify. I appreciate you asking that. And one thing that I would also like to mention is as applicants are filling out this section, it's so important to make sure that the email address is the correct email address, but also one that you check frequently. Once you begin the application process, you will likely be getting communications from us regarding your application status, reminders about the deadline, and then any other next steps. So that is important to make sure they have the right email address, and then also one that you were checking frequently, including checking the junk mailbox or spam. Sometimes our email gets routed there. And I think the rest of this section is self explanatory, unless anyone has any questions regarding how to fill this part out.

Marci

I do have one that came in, had someone was asking about the sex. And if there would be non binary options. It's only right now female and male. So if they didn't want to choose either one could they leave that blank?

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Mariel

That is a very good question, I would go ahead and this does have a blank section. You can try that one out. Because we have a catch all, meaning you won't be able to submit unless all fields are marked optional. There's a section at the end where you review, and if you are prompted to return back to this section, and then make your selection for sex. Unfortunately, at this moment, we would just say pick one, which you are most comfortable with. But also include any of this relevant information throughout your application in the right sections or the applicable section, so that we can understand better, and then also improve for the next cycle. And we do apologize in advance for not including other selections and making that available at this time.

Marci

Thank you.

Mariel

Thank you. So once you finish this section here. Continue. And as you can see, it's sometimes a little bit slow and sometimes it just works fine. This will time you out. If you are in a system within an hour. So I would say about 60 minutes. So it's always good to make sure that you're saving as you go. So, if that helps. It's good to save, especially if you're going to walk away. We wouldn't want this to timeout and then you lose all of your data.

Marci

Can we save?

Mariel

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And right at the bottom I have the review section, and that's where we have the option to save. And let me just let that work. It's a little slow.

Marci

That's okay, this is the reality of what we can expect so we know.

Mariel

Yeah, and then save for later, is, is the option that we have. If you have any issues, definitely reach out to us, as well, as you go. And as you notice, I forgot where I was. So what I'll do is I'm going to just click back to the last page and then say, Oh, okay. Where was I? So if at any point in time, you forget where you were, once you save, you won't lose your information.

Marci

That's great.

ACADEMIC HISTORY SECTION 11:27

Mariel

And then here we'll move now to the, I call this the, this is the feel good moment when you know you're going to get to work and do some of the important things that are going to help us get to know you as an applicant. So we're entering now, academic history information, which is super important to in this section, to have time to also not just enter the information but you will likely be uploading data in this portion. So be prepared with your documents on your desktop, if you will. That's an easy way to upload documents on to the application.

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In the academic history section, we will ask that you list your post secondary educational institutions, the ones that you attended, and obviously the instructions are here for you. We asked for most recent, but do notice that we also call this out for you to understand that all fields are required. And that's very important. Make sure that you do provide us with all of the information necessary. If there is an issue uploading again please contact us so we can help you upload documents through the back end, so that nothing is missing from your application. And I will just click "Add institution" to show you the process. You will fill the required fields here. And then there's some instructions here.

Marci

Do we have to type in the country, choose the country and city ourself or will it automatically

Mariel

The institution, as you type, so, some will populate.

Marci

Okay.

Mariel

Should be as many universities, as we were able to capture. And you'll notice as you go down they're here. If they aren't you are able to finish typing, just in case. So, that's pretty helpful we hope. And then, the drop down is available for countries so this won't auto populate. And then the city you take that one in. And then the remaining are drop down options. So, the only one to sort of look out for would be in the institution as you're typing it in, give the system a moment, and it should provide you with your options, otherwise you can completely type it in and move on. It will save. And then we

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always ask for a PDF file, it's a lot easier for us throughout the application process, when a reviewer is looking at this document, they'll be looking at a PDF of your entire application so PDF will be consistent throughout and we appreciate if you upload in the same format.

And this is super fun and easy it's just select "Choose" from your desktop. Make sure you know what you're looking for in advance, make it easy. The really fun part about this for me where I can breathe, is that once I hit save, I can double check, what information I typed in, but also I can make an edit. Oops, I didn't spell something properly, I could fix it. I forgot, another page of the document and I want to re-upload it or ooh, that's not the right document. How do I know it's not the right document, I am able to preview it, after I uploaded it, and I see, it's not the right one. So it's, and then you click Return to go back. You're able to delete or replace, and we hope that this comes in handy if you happen to pick a document by accident that you have on your desktop. And once you have hit save, you're able to preview what you uploaded and make your edits, right away, and then hit save. So that should help you breathe and continue to go through the application with ease.

Marci

That's nice.

ACADEMIC ACHIEVEMENTS SECTION 15:46

Mariel

Thank you. Let's see the next section which would be the Academic Achievements. And academic achievements is going to take some of your time. This is where it's important to make sure that you read what it is that we're asking you for. And on this page, which is different than the others, the fields are actually optional. However, we encourage everyone to fill this out. Why? Well, the reviewers are going to read everything that is entered, and they'll be aware of information that is not entered. Only because, again

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it's a complete application, they'll be reviewing the complete package. So we do want to make sure that you include as much about yourself, as this is the time to make an impression on a reviewer and bring to life the application, in a way that if you don't include information they're not going to know. They're not going to know who you are completely. This is an opportunity to make a case for why you're a good candidate. So we do encourage that these fields be completed. They don't necessarily have to be very long or in depth, but do your best, and that's really all we ask

Marci

We had a couple of questions about this section. One would be up towards the top, the, the honors or other things that you have. Academic honors or prizes you've received. How far back do you think it would be appropriate for them to include? Like things from high school things from junior high school?

Mariel

If you are working for a PhD program, we'd like to keep it within the relevant, I guess timeline, and especially as they relate to the program to the application, if that helps. We do know that there are some applicants that come in right out of their bachelor's program. So whatever's relevant there. We do have some some applicants that have been consistent with their majors in economics and have been involved from high school level, let's say, but we feel that as long as it's within let's say, the more recent and relevant-to-the program years, that's something that would recommend. Does that help answer the question?

Marci

It does, it does. And there's another question from this page here about teaching experience. So some students who have been studying in Japan who've been through finished school in Japan may have had a part time job teaching, for example, at a cram

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school or some kind of conversation school and is that the type of teaching experience you'd also like them to include? Or would that be considered not relevant, irrelevant.

Mariel

I feel that that there isn't anything that you should leave out, if it helps to bring full circle. your, your application. So in any way that it's relevant for you, some teaching has involved, English language, and something like that is valuable, though it may not have been in relation to macroeconomics, or the related major that for this application. So, if you as the applicant feel that this is something that will allow you to further bring to life, you're. And we have another section where you will be writing more of an essay, then you can go ahead and add that here. Especially because some of this will also appear in the resume. So, this is also somewhere where you can add something that maybe you feel oh, this really would help, but it's not in my resume. Or, you know what I didn't think to add this in my, in the next section which we will cover which is a personal statement, or I'll show you later, when we go down but it's basically the section we'll be writing more extensively about an essay. So, I hope that helps.

Marci

It does. That's really helpful.

Mariel

Any other questions?

Marci

I think that's all for this page.

EMPLOYMENT HISTORY SECTION 20:33

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Mariel

Let me hit continue here. Here's your employment history we've just talked about, or I just mentioned. This is where you will add your employment history, and your resume. Again, this is super easy. As far as adding the information, and you will notice that this is also required not optional. And to add an employment record, you can just and I'll just put test in here for this moment, but you'll fill this out with a job title. And then, just for today, I'll put that in there, and then you get the idea. And then it looks like this.

Marci

So, in other words if someone has been straight through the school system, and they haven't had a full time job, because this is required, then it would be appropriate to include part time jobs.

Mariel

Absolutely. That also is important to to list and even maybe opportunities that may not seem like they would be a job as well. If you participated in the University, let's say some people volunteered, participating in university events, and you volunteered and you technically did do work, and you need to build something to add to your employment history that you weren't paid, something along those lines would be okay. We would like you to email us to to notify us as well so that we're able to review and then if we have to follow up with you we can do so. When it comes into play where it's not necessarily a part time job or a full-time job, But it was something where you were very involved in university, and you would maybe volunteer for events or participated in events and clubs. And in a way you did work that could also translate similarly as a job would have. That's something that may be new for us, so we definitely would appreciate if that's your situation to let us know via email so we can contact you and then also, just make sure that we're supporting you. If you have any doubts,

Marci

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That's so helpful to know. That's really great because, in Japan, if someone were to go to a career center at their university or, excuse me at their university and if they were asking you know how to fill out a resume to send for a job, they would be discouraged from putting a lot of the part time jobs they may have worked or some of the activities. They would be encouraged only to put those things that were, you know 100% relevant. So it's helpful to know that some of this other information and these other things that they have participated in or done could be considered and should be included. So, thank you for sharing that.

Mariel

We're living in a time where, what used to be may not be the same as what we have today. There are many students that are so involved in their university and in their program in their studies, that maybe employment while going to school wasn't or isn't an option, So we rather work with you, answer your questions and support you as best we can. Because there's these are changing times and who's to say that something that you may have done that maybe wasn't necessarily employment, but it was part of your, your program, and you did do work and you did learn it applies to this particular scholarship program. We wouldn't want to miss that information. The, the Japan IMF scholarship application is one that should definitely be more motivating and not intimidating.

Marci

Oh, that's nice.

Mariel

So I hope that that helps to answer the question and also maybe open up a little space, if there is a candidate that has the situation. Definitely it's worth asking, and trying to communicate versus walking away. And once you have ended your document here, however that be presented, this is basically what it would look like completed, and you

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can also go ahead and edit. As you notice I clicked into one that I had already filled out. And then notice that I made a mistake. So I'll just put the right information and save so you always have the ability to go back and make adjustments prior to submitting the application. And if you notice, the upload. Again, it's the same process. And for this case it's a Word document. When you upload again it's the same, same process. And you get a preview button here. Return and if you do need to edit that you delete, and then you're able to add another. If this one's perfectly fine, and you want you have to add another. That's good too because if you have if you have more than one line. Some people may want to add another document there. But typically this is how it should work. If you have any issues, uploading, again let us know.

LANGUAGE SKILLS SECTION 26:30

And then we'll move now to the next section. I like to continue consistently if you've noticed. Just to keep the muscle memory for myself but also, it keeps me focused on the next section, if that helps anybody else. And here's where we get to a section in the application that I am aware, we have many questions from applicants. So, when you get to the section, do know that there isn't any wrong question, please ask. Because we rather again support you throughout this process. All fields are required. It's going to be easy as far as filling it out, it's a drop down with options, but we want you to read this section carefully and answer them to the best of your abilities. And the questions that may come in, I know Marci, you may be able to highlight for me. So what are some of the questions.

Marci

Sure. One of the questions that came up was that even though the scholarship... Japanese citizenship is one of the eligibility requirements. Sometimes students who have been living abroad for longer, they, their Japanese isn't necessarily their native language, English might be, they might consider English to be their mother language. So they're, they weren't sure what to do and to evaluate their, whether they should put Japanese as native, even though they, I'm totally botching up this question.

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Mariel

It makes sense.

Marci

So like, they weren't sure like what if they're having to put Japanese as their native language, but actually English is their native language. And so then put Japanese as the next language, or?

Mariel

That's a good question. I would go ahead and answer that as the applicant feels is true. Okay, So let's say English is. And let's see if I can. I'm typing in the word English, because it will. The app the application system will prompt right away and try to find and match, so English instead of scrolling down but you can always scroll up and down. So two ways to get to where you need to go. So I would do a native is English. However, here I would mark two. If you speak three languages, some people do. And then in my second language, so if you notice, I feel the native language, and the box below automatically updated this information for English language. This means

Marci

Oh, I see. Okay.

Mariel

so I'll do that again. Let's see if I had it at one language so what I'm going to do here is, and try this one more time. And of course, now I'm going to scroll down. And then when I hit to add the second language, if some people. Actually, well now it didn't work again but I'll leave it as this English. And then I'll change to two languages. And then I'll make

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sure that the second right below the below box which pertains to the native is matches. I'm going to make sure that that matches. And then reading, this is where obviously, I'm going to be advanced or say native for my native language.

Marci

So, whatever the native language is, that's what they're evaluating underneath that first...

Mariel

Exactly so this. The, the line of where the line is gray, it pertains to the above. So this is why, if you're going to add more than one language and add two, be very mindful of how you fill this out in case, what I have up here doesn't match and I want to make sure that it does. And that's basically what I wanted to point out, whether it auto populates or not. So that I can now go ahead and select Japanese, which I may also be, not necessarily it's not my native but I'll say, advanced. If you speak more than two languages, sometimes it also equals native, if you're speaking it equally. In this case, if, if it's a language that it's your second language but you're super advanced in it, this may be where you are more comfortable. When it comes to language if you can speak it, read it, write it, and communicate proficiently in it, then you would be advanced and you're comfortable going back and forth, then that's basically why I myself answered that answered it this way but advanced. Because for me, let's say, to use my example, I speak Spanish, if that's not obvious. I would be advanced. I might even go as far as native learning both at a young age. Because you use them both interchangeably and you're comfortable in both but advanced, it will suffice. In that case, to answer your question. And I'm just giving the example that I gave as far as maybe being even that more comfortable saying it native and you're learn it as a young child, if that helps. If you were under the age of five and you're speaking both that might qualify as well, depending on how you just you define it.

Marci

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That's great. That's really helpful. Thank you.

STUDY PLAN SECTION 32:10

Mariel

I hope so. And now I move to the big section where a lot of time will be spent and where it really matters. This is where you will be making an impression on the reviewer. So you really want to take a step back, pause and take the time to read everything here. This is the Study Plan, this is where earlier on, we were talking about in the Academic History, Academic Achievements, Employment History, as far as how to begin building the application to tell your story to help the Reviewer get to know who you are a little bit about you, and why it's so important. This is why it's important, because it starts to build in layers, your story. And the purpose of this application, and why you were interested in applying in the Japan IMF Scholarship Program.

And the Study Plan is where you will be entering a lot of the information about your degree objective. And more than just your major and your field, you will be helping us see your future plans, and how that relates to the program. You'll be including some information outside of the Study Plan, other scholarships if those apply to you, grants Some of that information helps us to see all of the things that you were involved in.

And also your Study Research Objective, and your Personal Statement. These are what I referenced to earlier where more like the essay. So, this section is very important. And we ask that you go through this slowly. And when we have the section here under the degree, this is easy. You drop down, you make your selection. So this isn't challenging at all.

But here we ask to briefly describe the specific area, you plan to specialize. And this should be brief. It just should be a almost like a bullet kind of specific and precise answer or a sentence.

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Then we scroll down to the Future Plans. And here's where you begin to build a little bit of the background, but also your future plans. Meaning you're going to describe the career you plan to pursue. And part of this program does ask that your future plans do also include working at the Japan IMF. So it is important for you to highlight that and to explain why. Why, your future plans, relate to this application and to this program.

And this is where you would, again, not too many words doesn't have to be 500, but you would be clear and concise, in telling us about your future plans. And we do give you some help text here. And we ask that you describe the career you plan to pursue after completing the study research. And we even give some hints, teaching, government, business. So we hope that this helps guide you, just for the Future Plans alone. We also do some of that further down.

So here in the next section the Other Scholarships, this is where you would just enter in and basically add anything that's related as far as other educational grants. And basically this information is not going to prejudice your applications. So if you feel comfortable, you can put that in there. It helps to again tell us all about you. And as it relates to this program and why you are applying.

The Study Research Objective might sound repetitive, but it isn't. This is where, in a few more words, you tell us a little bit more. In reference to what you have above. So it's future plans. It's why you were applying and study research objective includes just that. You can tell us the information about your program, as it relates to your research.

And then the Personal Statement. This is more of the essay section. This is where we say 500 Words. And again, this is so important. This is where your Reviewer is really can spend a lot of time reading, getting to know you. But then this is also where a lot of the decision making comes to light. So do take the time to put as much of yourself into the

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personal statement. And we did include some, again, help text that asks for the personal statement. Which again here we say is highly important. Write a clear statement, 500 words. And this is where you focus on your academic background, your career goals, your interests as far as working in the IMF as an economist. And you can add a little bit of everything that you already have in the application. But take this opportunity to highlight something that maybe you haven't. So, this is where really taking the time to look at the sections of the application and plan a little bit, and consider what are you sharing what are you putting into the application and why. The personal statement is where you bring everything home together, and you add a little bit more about yourself, the program and your interests and your background. So I hope that that helps a little bit as far as the Personal Statement.

Marci

I do have a question.

Mariel

Yes.

Marci

So what you put in the Personal Statement should be a little bit different than what you've put in, of course, the Study Research Objectives and also up above,in the other sections. So it's, it's not a repeat, it's different. Is that..

Mariel

It's, it should stand out as something that's not repetitive.

Marci

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Okay.

Mariel

And I guess another way of saying it is the Personal Statement, brings you to life as a PhD candidate. Let's say that your some of your research objective can be in here but we want everything full circle. And we want to definitely have the takeaway, as to why you were applying and why you would be a good fit to this program, if that helps. Whereas, when we're briefly describing the specific area, you plan to specialize, that's very clear and concise and targeted. So it should be a short and simple answer.

When you're telling us about your Future Plans that should also speak to the program. The study research, teaching, and that sort of thing so it doesn't have to be 500 words, and it should also be a little bit more specific about the future plans and how it relates to your interest in the program and why.

When you're talking about the Study Research Objective, that might be where you can bring together the Future Plan and the Study Research Objective, if that makes any sense.

And then the Personal Statement is really what is a traditional essay, let's say. And we want here to really get the feel for why you are the PhD candidate that the Reviewer should think about consider, and also make make memorable when you're writing, if that makes any sense.

And it will come naturally and if you have any questions, again, applicants applying, if you have any question, do ask. We're here to support and Personal Statements can be a little bit challenging because you don't want it to be repetitive and repeating. But it's definitely at a PhD level, something that is worth taking the time to, to do your absolute

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best, and writing it in English is important. So if that's also challenging, do ask us for any, any questions that you have.

Marci

That's really helpful. Thank you.

Mariel

Any other questions that may have come up that I didn't cover, regarding the Personal Statement?

Marci

I think. I think that's all we've had, for now,

Mariel

That's wonderful. Well, always again, always ask. We're here and we're here to support. And we know that this could be the most intimidating part of the application. So if you get this far, you're doing well and we want to encourage you to complete it.

And here you see the Test Scores. This is something that is optional. If you'd like to include your TOEFL scores, especially if the language isn't advanced, let's say, and you feel that this would help support. This is where taking advantage of the option is good for you.

Marci

That makes sense. Okay.

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Mariel

And then this is self-explanatory. At the bottom, so we'll just move on. I put Facebook.

APPLIED UNIVERSITIES SECTION 42:22

Mariel

And now Applied Universities. This is now if you're noticing, you can take a deep breath. Inhale and exhale. You've gotten through I think the thickest part of this application. Make sure you're saving. This is super important. But the Applied Universities, all of these fields are required, again unless they're marked optional. And I only put one. We want you to include all institutions to which you are applying to or have applied to. It is expected that you have applied for other PhD programs. So if you have two, three, that's perfectly fine. We even have the option of more than five. And you can fill this in as you see here. If I'm going to type in anything, in this we've made it easy so that you have a drop down option, again, as you saw earlier on. And I just went ahead and finished typing it in, and it didn't make the selection that was offered. I just typed it in so that works as well. And it flows the same way as it did earlier on in our, the earlier sections of the application.

And here you have the option, are you, where you accepted defer denied so you have a lot of options here for each individual entry. And that's pretty much a nice part of the application to get to after the intense essay writing that you have just done.

RECOMMENDATIONS SECTION 44:08

And here is the next part which is crucial, just as crucial as the essays that we're going to be including. Your recommenders. So the recommendations. This is where we encounter some issue. And we want to make sure that we cover this extensively. We need to have two letters in fact, we have on the application here that it says you must have two letters of recommendation, submitted on your behalf. Who you select is important. That they submit in time is important. We have some help text here that

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says - Letters of recommendation are extremely important and should be written by someone under whom you have studied or pursued research, or by someone who has supervised you in work related to your proposed field of study. We ask that the information that you enter for them be accurate that they also be aware that you are selecting them as a recommender of. The instructions say, please register your recommendations below. Recommenders will be invited via email to complete the form online and submit electronically. This is a separate section, therefore as the applicant, you will only see the recommender that you entered as far as their name, their email, have they submitted their recommendation. The portion that they enter is separate. So it's important that, who you're selecting know, number one, that you will be selecting them and that you provide accurate email information, because we will be reaching out to them on your behalf, inviting them to make the recommendation.

This is what the section looks like and how you will complete it. You have these options for the prefix. You enter the name, the institution, their position, title, the relationship. I put recommender if they are your professor, that sort of the relationship that we want to see indicated. And then the email. So here is, before you hit save, where, make sure that is correct, and make sure that that is an email that your Recommender will be checking as well. And then let them know that they should look in their spam folder as well. Be in touch with them. Did you get the invitation? Thank you. And that way you know that the person that you selected will be working on the recommendation.

Mariel

So thank you, Marci for pointing out that right here is the status. My recommenders submitted. In the case that they haven't submitted yet, I would click edit, and go ahead and exclude.

Marci

Oh, I see. You can even though they've actually been asked to be a Recommender, you can later exclude their recommendation?

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Mariel

If they won't be able to submit it. So, in a perfect world, let's say, mine would not have submitted, but I can. If some if, let's say there. Some people have the option to change it. I don't like suggesting anything like that, but definitely if if this doesn't show up as submitted, where my second Recommenders submitted and it will say unsubmitted, then you would edit, and do that. Exclude them. And then you say, Oh, he did send that in, I'm not going to change my recommender, then you can reinstate them. But that's, this is usually the case when we don't have the, the, applicant's recommender in and we're getting close to the deadline. You would say, I'm going to change my recommender, and then you would make sure that you exclude and create a new record. And your new recommender would show up. And that new recommender is going to get the invitation and we will be following up with that new recommender.

In cases where you have to edit and request a new recommender and you're getting close to the deadline, we would appreciate an email sent to us. This would really be helpful so that we know to check on our end to make sure that the recommender received the email from us inviting them and that they're able to submit in time. If there's an urgent situation where the deadline needs to be extended for another 24 hours or so, then at least we're working with you, because you want to make sure that everything is submitted on time, and in time, so that it can be entered for review and you are not penalized because a recommender just sort of fell through. And that you weren't able to make that edit and take them out and re and, and then request a new recommender. You can submit your application while you're waiting for the status update, but you need to enter and invite your two recommenders.

Marci

I see. Okay

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Mariel

Yeah. At least get this entered in, and the invitations sent out, so that you're not waiting for the last minute to submit your application.

Marci

Okay, that makes sense. So, as soon as we get that application all filled out and we have the recommenders recommender's names in there, even if they have not submitted yet we can still go ahead and complete the application and submit our part of it.

Mariel

You may do that, because without this section, as far as you, the applicant completing this section, you won't be able to submit, but your application can be submitted prior to this status being updated as submitted. So long as they have been entered and invited, then, this is a separate component.

Marci

That's helpful.

Mariel

Once it's in, then that's their cue to begin and then you as the applicant can complete. But always be vigilant. Even when you submit the application you can log back in, and then check the status.

Marci

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Oh nice.

SIGNATURE & REVIEW SECTIONS 50:43

Mariel

And then this is basically the end of the application itself. There is a signature that we request. And this will certify that the information you've given within the application is true, and other important terms for you to review. And then, this is a review portion, which is really important here. This is again where you have your Save for Later. And then the Submit Application button.

Before you submit, we always want you to make sure that this section is completed, and if there's something missing. This will say we have detected the following potential problem. This might show up as well, for sections where they were optional.

Marci

I see.

Mariel

If you left them out. So, in here, let's see, Study Plan, it might call this out. And you said well, let me see, I filled everything in, you say looks good. This is the only section that maybe I didn't fill in, but this is optional. It's okay to leave it out. So please don't get nervous that you're not going to be able to submit your application. This is why taking the time to read thoroughly is important, because you can get stuck on something that isn't necessarily a required field but it's also something that is just a way for us to make sure that you have completed it to your, to the best of your abilities. For all the required fields, absolutely, you will see them be called out here. But for those that are optional, especially like the Test Score, if you're advanced, if there, it's not required, then you can go ahead and submit your application.

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Marci

So basically that Review section will I mean right now you have all the required sections filled in, but if there was, was a required section that hadn't been filled in, they would show up as an error. And in this case, the sections that are optional, they're just warning you that there's some sections that weren't completed, but it's just a warning, it's not actually an error, okay.

Mariel

Exactly.And as you notice here this is the Academic Achievement section that I called up earlier and it's optional, but please fill it in, we want to get to know you. And it always is better when you're entering data that's relevant, that adds to the application, then please do. I left out information about research. If you have research information that is valuable and adds to your application, this is where you would put it in, and not leave it out if that helps

Marci

Could you show us what it would look like. Let's go to a page where there's something that's required, that we're leaving out. So

Mariel

Let's go into...I'll go right to the Review and there it is.

Marci

Ah, there is is, yes. But it shows us that there's a difference between the sections that are actually required and it's an error, compared with a section where it's just a warning that some information is missing. Okay that's, that's great.

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Mariel

And you'll see here it says we've detected the following errors. And to your point, Marci, we also have a different color.

Marci

Yeah, that's nice.

Mariel

So, the orange is a little more calm than the red, so we don't want these reds. So yeah. The warning is just again a warning, and the required fields, you won't be able to submit the application. So that's basically where we are. And again, this may or may not fail, because I'm in a test mode.

Marci

Right, okay.

Mariel

But if this is a true application, it's going to not allow you to submit it. It's probably why this hasn't completed yet.

Marci

Is it not allowing it because of the Oh, okay. And here's where you were mentioning we could check and see whether recommendations have been received or not. I see.

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Mariel

Yeah, so let me go back, it may not allow me back in.

Marci

After we submit the application and be able

Mariel

to, to do it, so let me just do one so I can do this properly. so I'm just going to pick any language.

Marci

Okay.

Mariel

And I am going to just do that for now. So that pretty much, because it. Sorry I can't pick that one I'll just go ahead and do it the right way. There we go. Yeah, so that's pretty much it as far as, okay, well here's this is a good practice for applicants, you got to really select it to affect it. And for my application I'm going to put native, but it's a good example of why we really have to read and make sure that we know what's required, and review what's not required in case, it helps the application. And when it's okay to leave it blank and just watch the warning and anything else that's required, before we submit the application, so that we don't click a button and think that we submitted. But then you don't get an email confirmation.

Marci

Ah so, after they actually finally submit the application, they'll get an email confirmation,

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Mariel

There's information in your, yeah, in the system. And you do get a confirmation. If you don't get one, you can always ask us as well. But you should also be able to see your status.

Marci

Okay.

Mariel

Once you have submitted. As you can see here, and you mentioned this earlier, I'm able to see that my recommenders, and this is post submission, I'm able to check. Did they, did it come through, did it not come through? Were they received. And this is an important part that I know a lot of applicants want to make sure that on our end, we have received their Personal Statement. These are the essential components of the application, and then if there is a way for the applicant to review the, the application itself, even after they have submitted, a proof is available. And it looks the same as the review, proof. So, the applicant has a copy of their application as well, even before they submit and post submission.

Marci

That's great. So but the key point is, is that once they hit that submit button, they cannot make any more changes to it. They can still get a copy of it, see a copy of it, what they've submitted, but they can't actually make any more changes to it. Okay.

Mariel

That's it. That's your proof. This is what you submitted,

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Marci   25:16

That's the most important button then.

Mariel

Yes this is exactly why it's advantageous to, to do the review and double check. Did I miss anything? And you have a proof there to review. It's going to show you what you put in. And then you can also go back into section before you submit. Once you submit. Here's proof that we received the documents that are, again, really can't go back in, but we have them, and then we can see what you have already submitted for review. If you have something that maybe didn't upload. Clearly you didn't catch it, let's say, oh I uploaded my Study Research Objectives, but the formatting changed, then you can reach us via email, and even provide that for us and say this is the format. So that if for some reason, it is condensed and all the spaces are taken out, we will help you troubleshoot there. So those are things that sometimes have happened in the past.

Marci

But we could be checking that before we actually hit the submit button we could be,

Mariel

I would definitely check that.

Maric

Right, because this view of what we're seeing here is the same thing that we could have seen on the before we submitted, right? When we preview it so this is the chance to make it, make sure that everything looks good.

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Mariel

Yes, and there are things. So, as you see here, this is my sloppy typing. I didn't dp spacing and I didn't double check. And, oops, now it's too late. Yeah but you can reach out to us and we can try to help you there. Again, it's so important to take advantage of that offering that we have on this application which is the review. So, taking the time to just double check.

Marci

Because basically, that, that preview. That is what the screening committee will be reviewing, is that correct.

Mariel

This is an example of, yes, what they will be looking at in other words, I mentioned earlier that we do ask that the Personal Statement be uploaded, either, you can do it in a PDF or a Word, but we do prefer PDFs. If word is, it will, we do have it requested in the section, I believe where we say, PDF, but if you can PDF it, that's fine, if it's a Word document that's fine but you should check. The review option is so essential.

Marci

It's easy enough for somebody if they've created a Word document, then they can save it as a PDF, and that would be a safer way. So,ok.

Mariel

that's typically why you have it in Word and then if the space scrunching for some reason happens, you can then send us the original document. But this is what they see this is your preview, and you're able to catch errors in formatting. Oh, I left all that out,

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let me go back in. If you notice that something is missing but you entered it, that's when you would contact us. So the review here which is Preview the Application Proof, that's really important, because you're able to get a glimpse of what the reviewer will be seeing. We also call it out here. So while we recommend that you review the application before submitting online, please note that there is a proof for you post. However, you're not going to get a chance when you hit that submit button to come back in and make any edits.

Marci

But you can beforehand. Got it. Okay.

Mariel

So while you're here, you say, I'm ready to, oh, let me check, if you check your proof, and you notice something, then you're able to go back in and let's go back to the study plans. And this is where you may have noticed that when you were typing, like I did here I didn't include spacing. Or something happened with my upload, because I did a dot docs - Word. Maybe I should try a PDF, like I did here from my personal statement, you have preview options here as well. You get to see what's populated in the application. And if you notice this already does change the formatting in the system as it prepares it. Let's see this is the PDF, and this is my pretend essay, and you're able to see it. So you have several sections in the application that allow you to look at what you've done. So you always have like a double check for example. So this is, you go back to your study plan, and you're able to see what you typed, you can do formatting in here. If you type this in, you can format. And here you format your document before you upload it. You click preview to see what it looks like. Did you upload it properly?

If you have any issues this is where we would help you troubleshoot as well before you submit it. And then again in the review. So I hope this does help, and make this application process less intimidating. Yeah and if you have any questions definitely

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reach out to us. And the email would be JapanIMFscholarship@iie.org, and good luck. Best wishes.

FINAL THOUGHTS 1:03:52

Marci

Definitely. I'm going to bring us all back up here for a second so that we can see each other. This has been so helpful it's been so great, thank you for sharing all of this information. I'm just curious, if, I have some ideas what I think have been the most common mistakes but do you have any that stand out for you that are like this is one thing that people always make a mistake on. Is there anything that you're aware of, Mariel. And if not, that's okay.

Mariel

The most common mistakes is just not presenting yourself in your highest and best light. Some cases of being modest is nice. This is an application where you need to communicate across in writing, first, and make an impression. So it's really just put your best out there. You're, you're highlighting any of your research, that you feel is important, and it it fits the qualifications. It fits everything about this program, and why not you. Right. So we want to see why you? Why this is for you. Why are you applying, and with that same energy and enthusiasm that you're filling out the application, it should just be threaded throughout the entire process from filling out your name to the Personal Statement, your Study Plan, if that helps. That's the level of of energy, and I think, like I would say shine, if you will, that you should put forth, because you want to capture the reviewer, and be able to have them get to know you as best as possible in writing.

Marci

Great, thank you so much, it's so helpful to walk through the application together and look at the different ways of filling out the sections. And you shared with us where we

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can get in touch if we have any other questions, and I'm going to put out a plug to to just encourage people who might be listening to this in the future to definitely reach out if you get stuck in any part of the application, and are not sure. And if you want to ask a question in Japanese, then there's the option to do that at info@JapanIMFscholarship.org, which is the same, same organization all tied together, it's just, we're able to receive the questions in Japanese there, and we'll be able to then ask Mariel directly to find out how, how to help you. So, English or Japanese is possible, and I wish you all the best for your application.

Mariel

Yes, and thank you Marci for calling that out, and I'm glad that we have both resources available. And I know that also the FAQS will be updated, and they are also super helpful so make sure that you've referenced those as well, and good luck.

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