

# JISPA Online Application Flow

## AY2024-25

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Thank you for your interest in the Japan-IMF Scholarship Program for Asia (JISPA). Prior to starting the JISPA online application, please read the online application flow:

- 1. Confirm eligibility criteria:** Please read the application guidelines in the [JISPA e-brochure](#) with great care and confirm that you meet the eligibility criteria.
- 2. Ask two referees to provide a reference:** Please share the link of the JISPA Reference Letter Form: <https://cvent.me/w5IR89> to your two referees for them to provide their reference for you.
  - i. Please provide your referees with your primary email address that you will use for the JISPA online application and further selection process. The referees need to enter this email address in the JISPA Reference Letter Form to identify you as the applicant that they are providing the reference for.
  - ii. Once referees complete the JISPA Reference Form, a completion confirmation email will be sent to both the referee and the applicant. Please make sure that your two referees complete the JISPA Reference Letter Form before you proceed to the JISPA online application.
- 3. Complete the JISPA online application system:** You are requested to enter your name as in your passport. Please download the [sample application](#) and review it before entering the information requested online.
  - i. **Please prepare all the necessary information required in the application form, as listed in the sample application form. You are requested to complete entering the information and upload all the required documents in one sitting.** No changes, even due to typing mistakes, can be made after submission. If you make a mistake, you are requested to resubmit with another email address, i.e., re-enter all the information together with uploading all the required documents. You are also requested to ask your referees to provide their reference again with your new email address. Please inform OAP at [jispa@imf.org](mailto:jispa@imf.org) of the new reference number, together with the corresponding primary email address, as described in No 3.
  - ii. Please follow **the typing tips** below as well as instructions provided in the online application.
    - Please capitalize the first letter in the field and make all the other letters lower case when typing, e.g.: Last Name: **N**guyen (NG: NGUYEN, nguyen)
    - Please capitalize the first letter in each part of any name, if the name consists of more than one word, e.g.: Department: **D**epartment of

Macroeconomic Policy (NG: DEPARTMENT OF MACTOECONOMIC POLICY, department of macroeconomic policy)

- If a field is not relevant to the applicant, please leave it BLANK (do NOT type N/A for this field)- Please be sure to complete all required fields.
  - If you have only a single name, please type this name in the field "Last Name" and then input N/A in the field "First name".
  - If you are from a branch office, please type the name of the branch office in the field of "Department". Then, the department of the branch office should be entered in the field of "Division".
  - Follow instructions on data format, such as time (MMYYYY) and phone numbers with a country code (**Do not start with +**), whenever stipulated on the online application form. (NG: +123 456 789)
- iii. **Review your application information BEFORE SUBMISSION:** Once you have entered all the information required, please review it with great care. *Kindly be advised that you will NOT be able to log-in to the system to change or print out the information after submission as described in 3-i.*
- iv. **Complete and submit the online application:** To complete the online application, please click the "Submit Registration" button. Upon submission, an auto-completion message will be sent to your primary email address. If you do not receive this auto message, you entered an incorrect email address, so please restart the online application with the correct email address.

**4. A PDF application form with your reference number is to be sent:** You will receive a PDF application form with your reference number via email during the last week of November.

**5.** Your application for the JISPA will be processed only after your online application has been submitted. There is no need to send the original documents via post at the time of the application.

**6.** Please save the PDF application form with your reference number. Also, please keep the original of the documents uploaded since they will need to be sent to the JISPA secretariat via post **if you are selected as a AY2024-25 scholar** (please see [Important Notice] below for detailed information).

**7.** For future correspondence and inquiries, please provide your reference number.

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**[IMPORTANT NOTICE]**

Only applicants who are selected for the JISPA, commencing in the spring of 2024, will be asked to send a printed copy of the PDF application form with their reference number, together with the originals of #1-2 and #4-7 to the address in the checklist.

The submitted set of original documents should be identical to the ones uploaded in the online application system.

Please do NOT include any materials in the package other than the ones which you uploaded at the time of the online application (materials which are not uploaded in the system will not be considered). The materials to be mailed should be identical to the ones you uploaded through the online application. Please see the checklist in the sample application form for further details.

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Once you understand and have completed the above stage, please proceed to the [online application](#).