# JISPA Online Application Flow

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. **Complete the JISPA online application system**: You are requested to enter your name as in your passport. Please download 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, then to inform OAP at jispa@imf.org of the new reference number as described in No 5.

   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: Nguyen (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: Department 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 unless instructed)- 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 (MM/YYYY) 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, hence, you are unable to confirm, change, or print out the information after submission.*

   iv. **Complete and submit the online application**: To complete the online application, please click the "Submit Responses" button.

3. **Upon the submission of your online application, you will receive an auto-confirmation email and the next steps for selection, including the online test schedule**. If the confirmation email does not reach you, the email address that you entered was wrong, hence, you will need to complete the online application again, using the correct email address.

4. 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 online application submission.

5. **A single PDF file of the application materials with your reference number (hereafter, "the single PDF file with your reference number"), is to be sent**: The single PDF file with your reference number, combining the application form and the uploaded materials, will be sent via email by late November.

6. Please save and keep the single PDF file with your reference number since it is required during the entire selection process. Also, please keep the originals of the documents uploaded since they will need to be sent to the JISPA secretariat via post *if you are selected as a AY2023-24 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 in the spring of 2023 will be asked to send a printed copy of the PDF file (all pages, including #1-9 in the checklist) with their reference number. The selected candidates will also need to include the originals of #1-6 (7, as appropriate) to the address in the checklist. The submitted set of original documents should be identical to the set of documents submitted in the afore-mentioned PDF file**.**

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 for further details.

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> **Once you understand and have completed the above, please proceed to the online application.**