



# Graduate Fellowship Program Application

## Application Instructions

### **INTRODUCTION**

The [KCC](#) Japan Education Exchange Graduate Fellowships Program was established in 1996 to support qualified Ph.D. graduate students for research or study in Japan. To date we have funded 22 graduate students as they pursued their doctoral degrees. The purpose of the fellowship is to support future American educators who will teach more effectively about Japan. The majority of our Fellows have gone on to obtain faculty positions at educational institutions in the US, Japan, and the U.K.

Completed applications and all supporting materials must be submitted to: [programs@kccjee.org](mailto:programs@kccjee.org) no later than 12:00 midnight CDT on **March 17, 2025**. Award notification is expected by **April 28, 2025**; the recipient will have approximately 2 weeks to accept or decline the award. Applications that are not received by the deadline will not be considered. **Only electronic applications will be accepted.**

Before sending the completed application and supporting materials, applicants should be certain that they meet all conditions for being a Fellow.

### **AWARD INFORMATION**

Fellowships are for one academic year, nonrenewable, nondeferrable, and are intended to cover both academic and living expenses. One fellowship of \$30,000 will be awarded. The payment will be made in two installments. *To be eligible, you must be a United States citizen at the time of the award.*

### **ELIGIBILITY**

KCC Japan Education Exchange will award the fellowship to a graduate student who has a record of effectively increasing awareness and supporting education about Japan, or who shows promise to do so in the future. There are no restrictions as to place of study in Japan, discipline of study, or age of the applicant.

Applicants must

- have completed their Ph.D. qualifying examinations and advanced to candidacy
- demonstrate research level Japanese language competency

### **SELECTION CRITERIA**

Applications are reviewed by a panel of transdisciplinary Asian Studies scholars and should be prepared accordingly. The review panel will evaluate each application on the following criteria:

1. Scholarly excellence of applicant (e.g., professional activities).
2. Quality of proposal. Preference will be given to applicants who:

- have documented interest in Japanese studies, which includes (but is not limited to) the arts, culture, education, language, history, journalism, business, or science;
  - provide written confirmation of their research or study site in Japan;
  - have not yet conducted dissertation research in Japan.
3. Feasibility of project and proposed schedule
  4. Quality of preparation to undertake the proposed fellowship plan, including evidence of research level Japanese language competency.
  5. Interest in women's education, teaching, or other related professional goals.

## REGULATIONS

KCC Japan Education Exchange regards the acceptance of the fellowship as a contract with the following stipulations:

- The fellowship is for one academic year, beginning no earlier than May 15, 2025 and no later than September 30, 2025 and continuing for one year from the established start date. No partial fellowships will be awarded, and they are not renewable.
- Fellows are required to find an institution or research site and to obtain the required permission for the proposed plan of study. A Fellow may affiliate with Kobe College (see below).
- *KCC Japan Education Exchange does not provide the Fellow with a visa.* Fellows must obtain a Japanese visa through their own means (e.g., University affiliation). As Fellows work to secure letters of affiliation for the fellowship application process, we encourage Fellows to be upfront and clear with the institutions that a visa sponsorship will be necessary.
- The stipend is intended to cover travel, living, and academic expenses for the Fellow for full-time study or research during the fellowship year. Unfortunately, additional dependent support for Fellows accompanied by a family member or members is not available. Fellows are required to obtain health insurance for the entire grant year; stipend funds may be used to cover the premium. *KCC Japan Education Exchange does not provide health insurance for Fellows or their dependents.* For applicants with dependents, fellowship funds can be used to help offset living costs for dependents. Please take this into account when preparing your budget.
- During the Fellowship year, the Fellow is expected to present their research to students and faculty at Kobe College (神戸女学院大学) to be arranged for any time during the year. Fellows will also be asked to submit a mid-year and final report to the KCC Japan Education Exchange Graduate Fellowship Committee. Upon completion of the fellowship year and after returning to the U.S., recipients may be asked to present the results of their study to the annual meeting of KCC Japan Education Exchange in September or another designated Board meeting.
- KCC Japan Education Exchange fellowship recipients may accept supplemental funding as long as the KCC Japan Education Exchange fellowship stipend is *larger* than any other single source of funding received during the fellowship year and is acknowledged as the major award. Recipients must inform KCC Japan Education Exchange before accepting other awards.

- KCC Japan Education Exchange requires that support from the Fellowship be acknowledged on any and all dissemination of research resulting from the Fellowship year, and be made explicit in/on publications, conference presentations/proceedings, and any other scholarly products that include research undertaken during the fellowship year.
- Recipients must obtain prior written approval from KCC Japan Education Exchange for any major changes in the plans for use of the fellowship funds.
- KCC Japan Education Exchange must be notified promptly of any change in the status of the application resulting from the acceptance of another award.
- Stipend checks or electronic deposits are made out to Fellows and not to institutions. The checks are in U.S. dollars drawn from a U.S. bank.
- Fellows may work up to 10 hours per week with prior notification to KCC Japan Education Exchange.
- Fellows are responsible for reporting the fellowship income to the U.S. Internal Revenue Service and their state of residence.
- Information provided in the application (with exception of personal information) will be used by KCC Japan Education Exchange in outreach materials including (but are not limited to) their webpage and social media platforms as well as newsletters and other promotional publications.

*Fellowships may not be used for:*

- Japanese language study
- Repayment of student loans or other personal obligations (fellowships are not retroactive)

*Affiliating with Kobe College [神戸女学院大学](#).*

[Kobe College](#), located in Nishinomiya-shi, Hyogo-ken, is approximately 15 minutes by train from both Osaka City and Kobe City. If a Fellow would like to request affiliation with Kobe College, KCC Japan Education Exchange will provide a point of contact (or contacts) from appropriate departments to the Fellow upon request. The Fellow would need to request affiliation themselves upon being provided the point of contact; Kobe College would then do an internal review to extend affiliation (or not). Kobe College will provide the Fellow with shared office space, access to the library, and access to the campus. Further details must be worked out between the Fellow and Kobe College. No preference is given to Fellows who wish to affiliate with Kobe College.

## APPLICATION PACKAGE

The following items constitute a complete application and must be submitted together in a single pdf file unless otherwise indicated. If any item is missing, the application will be considered incomplete and will not be presented to the Review Panel.

1. Application Form. Note: The budget information requested is required for administrative and Internal Revenue Service (IRS) purposes. KCC Japan Education Exchange records are subject to IRS audit and must reflect appropriate planned use of funds.
2. Proposed Research Project
  - a. **Format:** Proposal should not exceed two pages, single-spaced (a one-page bibliography may be attached to the proposal). The statement should be in 12-pt, *Times New Roman* with 1-inch margins.
  - b. **Information to be included in Proposal:** (1) Description of proposed project with appropriate literature review; (2) design or research methodology; and (3) timeline for research while in Japan.
3. Autobiographical Statement
  - a. **Format:** Statement should not exceed one page. It should be single-spaced, *Times New Roman* 12-pt font, 1-inch margins.
  - b. **Information to be included:** (1) Present state of degree program or project and schedule for completion. (2) Name(s) of the university/institution where research will be carried out; and (3) the affiliated persons and/or institutions with whom the work will be done. (When applicable, letters indicating permission, invitation, or arrangements for the work must be included.)
4. Current CV.
5. Transcripts: one official transcript of all graduate study. These should be sent directly to KCC Japan Education Exchange (address given below) in their original sealed envelopes or under secure email sent directly from transcript service.
6. Three letters of recommendation by the applicant's advisors or others well acquainted with their work should be submitted. *One letter must be from the applicant's academic advisor or dissertation director.* The letters may be written in either Japanese or English; translation is not required. These references are to be submitted by email directly to KCC Japan Education Exchange.
7. Institutional Certification Form
8. Language Competency Evaluation Form

Applicants will be notified as soon as the application is complete.

Handwritten applications will not be considered. KCC Japan Education Exchange cannot comment on successful or unsuccessful applications. Applications and supporting documents become the sole property of KCC Japan Education Exchange and will neither be returned nor held for another year.

If the applicant is awarded a fellowship, these instructions will become part of the fellowship contract (please retain). KCC Japan Education Exchange reserves the right not to award the fellowship if there is no qualified applicant.

## *CALENDAR*

**March 17, 2025 by 12 midnight CDT – Receipt deadline for completed application.**

April 28, 2025 – Notification of awards sent to all applicants.

Start date: May 15, 2025 up to September 30, 2025. Fellowship continues for one year from start date.

FOR QUESTIONS ABOUT THE APPLICATION PROCESS, SEND AN E-MAIL INQUIRY TO:

KCC Japan Education Exchange  
Graduate Fellowship Program

Phone: 847/386-7661

E-mail: [programs@kccjee.org](mailto:programs@kccjee.org)



Kobe College Corporation  
Japan Education Exchange

# Graduate Fellowship Program Application

## Application Form

Please type. Handwritten applications will not be accepted. Return by email. Attach additional sheets as necessary.

1. Name \_\_\_\_\_  
(Last) (First) (M.I.)

2. Date of birth (optional) \_\_\_\_\_

3. U.S. Citizen? \_\_\_ Yes \_\_\_ No

4. Present address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

5. Mailing address for notification purposes (after April 28, 2025)

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

6. Permanent address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

7. Telephone (home) \_\_\_\_\_ (Cell/Work) \_\_\_\_\_

8. E-mail address \_\_\_\_\_

9. Expected date of degree completion: \_\_\_\_\_

10. Name of graduate advisor or dissertation director  
(one letter of recommendation must be from your advisor or dissertation director).

\_\_\_\_\_

11. (a) Project title:

(b) Brief abstract of project (not to exceed 150 words):

(c) Proposed place of study during the fellowship year. (Optional: Name of local sponsor):

12. References: List the names and addresses of three persons, one of whom **must** be your graduate advisor or dissertation director, who are well acquainted with you and your work. Please forward the attached recommendation forms and request that they be returned via email to [programs@kccjee.org](mailto:programs@kccjee.org). Applications not containing three recommendations will be considered incomplete and ineligible.

Name	Position	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

13. Discuss your interest in women's education, teaching, or other related professional goals: (not to exceed 200 words).

14. Concurrent Grants: Itemize grants or fellowships you currently hold and those for which you have applied or expect to apply whose award period is concurrent with this fellowship year, including the date by which you expect a decision.

<i>Name of grant</i>	<i>Amount</i>	<i>Date of Decision</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

15. Proposed Budget for the Fellowship Year: Please itemize anticipated living and academic expenses for the fellowship year, excluding items that cannot be funded by a KCC Japan Education Exchange Fellowship (see “regulations” section of Application Instructions). Budgets that are not itemized will not be considered. Expenses may total more than the stipend amount of the fellowship.

Expenses:

*Academic Expenses*

- Tuition	\$ _____
- Research Fees	\$ _____
- Photocopying	\$ _____
- Travel & lodging related to project	\$ _____
- Miscellaneous	\$ _____
<i>Total Academic Expenses</i>	\$ _____

*Living Expenses*

- Housing	\$ _____
- Food	\$ _____
- Medical	\$ _____
- Childcare	\$ _____
- Transportation	\$ _____
- Estimated Taxes	\$ _____
- Miscellaneous	\$ _____
<i>Total Living Expenses</i>	\$ _____

**Total Expenses** \$ \_\_\_\_\_