

JF-JSA-ASEAN Master's Student Fellowship Program

Application Instructions

For Fiscal 2025-26



1. Objective

In order to develop the next generation of human resources and thus build a strong and long-lasting relationship of trust between Southeast Asia and Japan, this program, with the support of the Japanese Studies Association of Southeast Asia (JSA-ASEAN), provides opportunities to do research and engage in exchange activities in Japan for master's students in the field of Japanese studies from Southeast Asia.

2. Eligible Fields

Humanities and social sciences.

3. Eligible Applicants (in Southeast Asia only) and Duration

Master's Students (21 to 89 days):

Master's students at graduate schools in Southeast Asia conducting research related to Japan (comparative research included) in the humanities or social sciences, who find it necessary to visit Japan for a period of 21 to 89 days to complete their master's theses.

4. Eligibility

(1) Applicants must fulfill the following requirements:

- a. Applicants must be master's students at graduate school in Southeast Asia who are conducting research related to Japan;
- b. Applicants must secure all arrangements with advisors and affiliated institutions in Japan by the application deadline;
- c. Applicants must be in good enough health to carry out activities and proficient in either Japanese or English for research activities and communication;
- d. In principle, applicants must be able to stay continuously in Japan for the term of the Fellowship from the beginning date of the Fellowship, which is the arrival date in Japan.

(2) Individuals meeting any of the following conditions are not eligible to apply:

- a. Those who hold nationality in a country with which Japan does not have diplomatic relations;
- b. Applicants in the natural sciences, medicine, or engineering;
- c. Undergraduates; those intending to enroll in undergraduate or master's courses at universities in Japan;
- d. Those who intend to use the Fellowship program for political or religious purposes;
- e. Those who primarily intend to enhance their Japanese-language ability or industry-related technical skills;

- f. Those who intend to develop and/or produce Japanese-language teaching materials;
- g. Those who mainly intend to acquire artistic training in the area of Japanese traditional culture (tea ceremony, flower arrangement, etc.);
- h. Those who plan to receive other grants/scholarships/fellowships covering expenses for travel to and accommodation in Japan concurrently with the Fellowship;
- i. Those who have continuously held resident status in Japan for one year or more as of April 1, 2026.

5. Benefits

- (1) Per Diem: 12,000 yen/day
- (2) International Airline ticket: Round-trip discount economy-class ticket (Fellows already in Japan before the commencement of the Fellowship will receive only a one-way ticket for their return flight.)
- (3) Insurance: Overseas traveler's insurance policy

6. Selection Policy

Project quality is evaluated on the basis of its scholarly soundness and to the applicant's professional development, necessity of residing in Japan for completion of the project, and feasibility in terms of time and resources. Applicants' educational background, employment history, position in their affiliated institution, and research achievements will also be considered (incumbent politicians will not be selected).

- (1) The purpose and goal of the research project should be clear; the goal should be achievable during the proposed term of the Fellowship.
- (2) Research in Japan should be essential to the project.
- (3) The project should be planned within a concrete and practical framework and the proposed term of the Fellowship should be of an appropriate length that enables the achievement of the project goal.
- (4) Applicants should potentially contribute to their research fields and beyond, through network-building and academic presentations, after returning from Japan.
- (5) Applicants are expected to submit their master's theses after completing their research in Japan.
- (6) Priority will be given to applicants who are promising as scholars of Japanese studies.
- (7) Priority will be given to applicants who can conduct research and communicate in Japanese.

7. Application Procedures

- (1) Submission of application forms and deadline
 - a. How to apply
 - (a) Complete your application documents, following the Application Instructions and the Application Documents Completion Guide.
 - (b) Submit your application documents via email to the Japan Foundation offices in the country where your institution is located.

(c) Please request that your referees/recommenders and evaluator/referee submit their files (Reference Forms or Japanese-Language Ability Assessment Form) via email to the Japan Foundation office in the country where your institution is located.

(d) Please request that your advisor in Japan submit the Letter of Affiliation Form via email to the Japan Foundation headquarters.

* The information for each submission destination can be found in "10. Contact."

b. Application deadline

November 7, 2025

(2) Notification of results

By the end of December 2025

(3) Points to note

a. Multiple applications from the same person may be invalid.

b. The Japan Foundation will notify the advisors of successful applicants of the results.

c. We cannot respond to any inquiries about selection progress or reasons for selection.

8. Basic Terms and Conditions

(1) The Japan Foundation Fellowships are tenable only in Japan. No extension of the duration of the Fellowship can be allowed for any reason whatsoever.

(2) The Fellowship's commencement date must fall between March 23, 2026 and March 29, 2026.

(3) In principle, no change in the date of the commencement of the Fellowship will be allowed. If a grantee must change their commencement date due to unavoidable circumstances, they must explain the reason beforehand and obtain the Japan Foundation's approval; however, it is impossible to change the commencement date to a date earlier than March 22, 2026, due to time constraints on the Japanese side.

(4) Applicants are responsible for making the necessary arrangements for institutional affiliation and advisors in Japan, in consultation with their thesis supervisors.

(5) In principle, fellows are also responsible for finding their own accommodations.

(6) If a successful applicant is offered any other grant, scholarship, or fellowship covering expenses for travel to and accommodation in Japan whose duration overlaps with that of the Japan Foundation's Fellowship, they must decline either the Japan Foundation's Fellowship or the other grant/fellowship for the overlapping period. When applicants decide to withdraw their applications, please notify the Japan Foundation headquarters at "10. Contact," even before receiving the selection results.

9. Terms of Agreement

By applying to this program, the applicant will be deemed to have agreed to the following statements:

(1) Obligations of Fellows

a. Fellows are expected to devote their full time to their research in Japan.

b. In the case of being mentioned in the media during the Fellowship period, Fellows are, in principle, to specify that they are in Japan on a Japan Foundation Fellowship.

- c. Fellows are to submit a final project report. In addition, Fellows are to share information on the outcome of the project, i.e., deliverables such as master's theses, books or reports, with the Japan Foundation.
 - d. The Japan Foundation does not tolerate any fraudulent activity by applicants during the application process throughout the Fellowship period. Committing any form of fraud with regard to the Japan Foundation subsidies, etc., could result in penalty measures such as a revocation of the decision to provide Fellowships in whole or in part, the required return of benefits including additional charges, late payment charges, suspension of the applicant's eligibility to apply for a grant for a certain period of time, and/or other legal actions (Ref. "Act on Regulation of Execution of Budget Pertaining to Subsidies, etc." (Act No. 179 of 1955)).
- (2) Disclosure of information on the project
- a. If the project is selected, the information such as the name of the applicant/organization and the outline of the project will be made public in the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report, on the Japan Foundation's website and in other public relations materials.
 - b. When the Japan Foundation receives a request for disclosure of information in accordance with the "Act on Access to Information Held by Incorporated Administrative Agencies" (Act No. 140 of 2001), application forms submitted to the Japan Foundation, except for non-disclosure information stipulated in such act, will be disclosed, in principle.
 - c. There may be cases in which project reports, deliverables, and other related publications are released to the public for publicity purposes.
- (3) Handling of personal information
- a. Compliance with applicable laws
 To the extent applicable, the Japan Foundation will comply with the "Act on the Protection of Personal Information" (Act No. 57 of 2003), related Cabinet Orders and Ministerial Orders, and various guidelines established by the Personal Information Protection Commission and any agencies authorized by the said Commission, the "EU General Data Protection Regulation (the "GDPR")," the Personal Information Protection Law of the People's Republic of China and related laws and regulations (the "Chinese Laws"), and other laws and regulations in relation to protection of personal information in relevant countries and regions, etc., and when handling any personal information, the Japan Foundation will properly collect, use and control the same. For more information on the Japan Foundation's efforts to protect personal information (privacy policy), please visit the following websites:
 (Related to the Act): (Japanese) <https://www.jpf.go.jp/j/privacy/>
 (English) <https://www.jpf.go.jp/e/privacy/>
 (Related to the GDPR): <https://www.jpf.go.jp/e/privacy/index.html#gdpr>
 (Related to the Chinese Laws): https://www.jpfbj.cn/jp/personal_information/
 - b. Acquisition of personal information
 The Japan Foundation may acquire the following personal information (the "Personal Information") from the applicants through the application forms, attachments, project reports, deliverables, etc. (the "Project Materials"). In addition, the Japan Foundation may acquire the

applicants' Personal Information through publicly available websites.

[Basic information of applicants]

Name, date of birth, nationality, permanent residence, gender, place of employment, job and work duties, home address, postal code, telephone number (including mobile phone number), fax number, e-mail address, ID number, passport number, family structure, names of family members, dates of birth of family members, nationalities of family members, genders of family members, addresses of family members, jobs of family members, photographs taken during or prior to the program, etc.

[Information on applicants' educational background, career history and abilities]

Resume (including educational background and career history), major achievements, foreign language proficiency, overseas residence history, overseas residence plan, contact information during the residence period, etc.

[Sensitive data on applicants]

Personal data such as medical history, medical examination results, other health-related information and bank account information

* The Japan Foundation may acquire the Personal Information of the applicant's family members from the applicant. On such occasion, the applicant must obtain consent from his/her family members regarding the content of this "Handling of personal information" section before providing such Personal Information to the Japan Foundation.

c. Purposes of use and period of personal information

(a) Based on the consent of the applicant and his/her family members, the Japan Foundation will use the Personal Information acquired from the applicant for screening, notification of screening results, implementation of the project, post-evaluation, communication to successful applicants and for any and all other purposes for management of applicants and successful applicants (the "Purposes of Use").

(b) For the proper and smooth operation of the Japan Foundation projects, any information such as the applicants' names, genders, jobs, titles, affiliations, project periods, project content, etc. will be: posted on published materials, such as the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report and the Japan Foundation's website; used for preparation of statistics materials; and used for formulation of future Japan Foundation projects.

(c) In addition to the information specified in (b) above, the applicants' contact information (i.e., address, e-mail address and phone number) will be used to: request the applicants to answer questionnaires as follow-up to the project after completion thereof; provide a notice regarding other Japan Foundation projects; request the applicants to provide information for formulation of future Japan Foundation projects, and so on.

(d) The Japan Foundation will handle the Personal Information of the applicants and their family members for the period necessary to achieve the Purposes of Use stated above.

d. Provision of personal information

(a) The Japan Foundation may provide the Personal Information acquired from the applicants to the following organizations, to the minimum extent necessary. The Japan Foundation

will make sure that the recipients take measures to ensure the security of the Personal Information.

- i. The Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc. (for arrangement of visas, handling of security control, support for project implementation, etc.)
 - ii. Airlines, insurance companies and the agencies thereof, etc. (for procurement of overseas travel accident insurance, etc.)
 - iii. Evaluators such as outside experts, etc. (for screening, post-evaluation, etc.)
 - iv. News media and other organizations (for public relations for the projects)
 - v. Other organizations and individuals who receive the information as needed for the projects
- (b) The applicant's medical examination results and health information may be provided to medical institutions, medical professionals, insurance companies, organizations or individuals who provide cooperation for training (including host families) and relevant government agencies for immigration procedures, procurement of overseas travel insurance and claims therefor, and health care and safety control after entry into or departure from Japan.
- (c) The Personal Information acquired from the applicants may be used or provided for purposes other than those specified in the Purposes of Use, in accordance with Article 69, Paragraph 2 of the Act, such as providing such Personal Information for administrative organs, other incorporated administrative agencies, local public entities or local incorporated administrative agencies (the "Administrative Organs") as long as the Administrative Organs use the same within the scope necessary to conduct the affairs or services prescribed by applicable laws and regulations and where there is a reasonable ground for such use.
- e. Cross-border transfer of personal information
 - (a) The Japan Foundation may handle the Personal Information acquired from the applicants by transferring the same to the base located in Japan (including the Japan Foundation headquarters) or other countries or regions for the Purposes of Use specified above. The Japan Foundation shall appropriately control the Personal Information in such countries or regions.
 - (b) In addition to the case specified in the preceding paragraph, the Japan Foundation may provide the Personal Information acquired from the applicants to necessary organizations or individuals in Japan or other countries or regions for the Purposes of Use specified above as needed for the projects, only when the conditions stipulated in laws and regulations are satisfied.
- f. Security control of personal information

The Japan Foundation shall endeavor to prevent unauthorized access and leakage of the Personal Information of the applicants by way of taking appropriate security control measures and control means.
- g. Rights pertaining to personal information of applicant

The applicant has the right to access his/her Personal Information, correct inaccurate Personal Information, suspend the use of the Personal Information, etc., to the extent that the Act, the GDPR, the Chinese Laws and other laws pertaining to protection of the Personal Information in the relevant country or region apply.

h. Filing of objections against handling of personal information

In the case where the applicant is dissatisfied with the handling of the Personal Information in the Japan Foundation, such applicant may state his/her objections to the Japan Foundation to the extent permitted by the applicable laws and regulations. In accordance with the applicable laws and regulations, the applicant may also file objections to the authority that has jurisdiction over protection of the Personal Information in the country to which the applicant belongs.

i. Personal information of persons involved in the project

The Personal Information of persons involved in the project other than the applicant, which is submitted by the applicant to the Japan Foundation, shall also be handled in the same manner as stipulated in a. to h. above, and therefore, the applicants should provide explanations in advance to the persons involved in the project and obtain their consent.

j. Contact information

Please use the contact details specified in "10. Contact" for any opinions, questions, etc. regarding any matters specified in this "Handling of personal information" section.

k. Revocation of consent

The applicant has the right to revoke his/her consent to any matters specified in this "Handling of personal information" section at any time. The revocation of consent does not affect the legality of the handling of the Personal Information prior to the revocation. In addition, when the applicant does not provide his/her consent or revokes his/her consent, such applicant may not be able to receive necessary information and/or services from the Japan Foundation.

(4) Response to the spread of infectious diseases

Depending on the spread of infectious diseases, appropriate measures may be required when implementing a project in accordance with the regulations and instructions of the relevant authorities. Please understand that the Japan Foundation may unavoidably change the substance of its grant or the conditions attached, or ask Fellows to modify their plan, including their original Fellowship commencement date, as a result of changes in circumstances that have occurred after the decision to provide the grant.

(5) Ensuring the necessary safety and security of projects

Considering the recent instability in global security, with the increase of terrorist attacks in particular, the Japan Foundation highly recommends that you take the necessary security measures to ensure safety when you carry out your projects, including the following:

- a. Check and obtain security information about the area in which your project will be conducted to ensure the safe travel and accommodation.
- b. Share information on security and safety issues with people concerned with your research project (if any).

10. Contact

(1) Overseas

a. The Japan Foundation, Jakarta (Indonesia)

Tel: 62-21-520-1266

E-mail: studijepang@jpf.go.jp

b. The Japan Foundation, Bangkok (Thailand)

Tel: 66-2-260-8564

E-mail: Wathana@jpf.go.jp, Shiomi_Ando@jpf.go.jp

c. The Japan Foundation, Manila (Philippines)

Tel: 63-2-5322-3200

E-mail: jfmanila@jpf.go.jp

d. The Japan Foundation Center for Cultural Exchange in Vietnam (Vietnam)

Tel: 84-(0)24-3944-7419

E-mail: AnhNTN@jpf.go.jp, Ryota_Kaneko@jpf.go.jp

e. The Japan Foundation, Kuala Lumpur (Malaysia)

Tel: 60-3-2284-6228

E-mail: Farah_ba@jpf.go.jp, Rina_Furubayashi@jpf.go.jp

* Applicants affiliated with institutions in Singapore, Laos, Cambodia, and Myanmar are requested to contact the Japan Foundation headquarters as indicated in "(2) In Japan" below.

(2) In Japan

International Operations Section I

Japanese Studies Department

The Japan Foundation (Headquarters)

YOTSUYA CRUCE, 1-6-4 Yotsuya, Shinjuku-ku, Tokyo 160-0004, Japan

Tel: +81-(0)3-5369-6070 Fax: +81-(0)3-5369-6041

E-mail: r1_wa@jpf.go.jp

* The Application Instructions end here. The Application Documents Completion Guide follows.

Application Documents Completion Guide

1. List of Application Documents

<input checked="" type="checkbox"/>	Document	Format Specified/Free	Required/ Optional
	Application Form	Specified (PDF)	Required
	Applicant Information	Specified (PDF/Word)	Required
	Project Information	Specified (PDF/Word)	Required
	Official Academic Transcripts	Free (PDF/Word)	Required
	Applicant CV/Résumé	Free (PDF/Word)	Optional
	List of Research Achievements	Free (PDF/Word)	Optional

2. List of Documents to be Submitted by Concerned Persons

<input checked="" type="checkbox"/>	Document	Format Specified/Free	Required/ Optional
	Reference Form (two forms by two individuals)	Specified (PDF)	Required
	Letter of Affiliation Form	Specified (PDF)	Required
	Japanese-Language Ability Assessment Form	Specified (PDF)	Required

3. Application Form

* Please use Adobe Acrobat Reader to complete this form. Other applications may cause incompatibility issues.

(1) "1. Applicant"

a. Title and name

Applicants should write this in the Latin alphabet as shown in their passport.

b. Nationality/area

If the applicant has more than one nationality, indicate the nationality of the passport you will use when visiting Japan.

c. Date of birth, age

Give the year of birth by the Gregorian calendar.

d. Residential address

Write the applicant's home address (not the one of their temporary lodgings), including country or region, in English.

e. Contact

Give the applicant's personal e-mail address and contact phone number. Make sure that you can receive the result or any other emails from the Japan Foundation (@jpf.go.jp.)

f. Institution

Give the information (address and country, e-mail address, phone number) of the institution with which the applicant is currently affiliated and their title there. In addition, give the applicant's specialization.

- g. Application for other grants (if any)

Applicants who are submitting requests to other funding organizations must list the name, period, and results notification date of grants for which you have applied for the same purpose as this Fellowship.

(2) "2. Project Summary"

- a. Proposed term of Fellowship

The Fellowship shall, in principle, commence when the applicant arrives in Japan and finish when they depart. The arrival date must fall between March 23 2026 and March 29, 2026. The proposed term of the Fellowship must be an integer between 21 and 89 days.

- b. Project abstract

Project abstract of 200 words or less.

4. Other Application Documents

(1) "Applicant Information" (specified)

- a. "1. Applicant Name"

Those who have names in Chinese characters should give their names both in Chinese characters and the Latin alphabet as shown in their passport. Other candidates should write only in the Latin alphabet.

- b. "2. Personal History"

For Educational Background, begin with the most recent degree to the bachelor's degree. Indicate the degree earned, date, discipline, and name and address of the institution. For Work History, begin with the most recent position, and list all institutions or organizations where employed, the positions held, and the periods of employment. In addition, attach a copy of your current CV/résumé if any.

- c. "3. Information on Referee/Recommender and Others"

List the names and contact information of applicants' referees/recommenders and others. Also give the dates when applicants requested their referees/recommenders and others to fill out forms.

- d. "4. Language Ability"

Check the box corresponding to the level of the applicant's Japanese-language proficiency and English-language proficiency.

- e. "5. Previous Stays in Japan"

If applicants have been in Japan on any grant/fellowship from the Japan Foundation, list each period of stay in Japan and the name of the program for all the visits (regardless of the length of each stay). For Other Visits to Japan, indicate the period and purpose of each stay, and list any grants/fellowships received (not necessary to indicate stopovers or short trips for sightseeing).

(2) "Project Information " (specified)

- a. "1. Summary of the Project"

Summarize the proposed project (2 pages maximum) by: a) stating its research content, its

purpose, and significance; b) describing research methodology and a research plan; c) including the goals of the research project and proposed method of dissemination; and d) Describe the contributions your research would make to the Japan Foundation's mission of cultivating mutual understanding and good will between Japan and the rest of the world. Give a specific reason for the need to stay in Japan instead of remaining in the applicant's own country.

b. "2. Mid- to Long-Term Goals in Research and Career"

Describe the applicant's mid- to long-term goals regarding their research and career.

c. "3. Relevant Achievements"

If you already have relevant achievements, give a brief bibliography, including the major works and publications on research relevant to the applying project as well as awards and prizes that the applicant has received.

(3) Official Academic Transcripts

Please submit the data file(s) of official transcripts from all colleges and universities attended, including their undergraduate education and master's courses. If the issuing authority prohibits opening their enclosed official academic transcripts, please contact the Japanese Studies Department of the Japan Foundation at r1_wa@jpf.go.jp by e-mail before November 7, 2025 and follow the instructions.

(4) Applicant CV/résumé (optional)

If you already have your current CV/résumé, please submit the data file.

(5) List of Research Achievements (optional)

If you already have a list of research achievements, please submit the data file.

5. Documents to be Submitted by Concerned Persons

(1) "Reference Form" (specified, two forms by two individuals)

- a. Applicants should ask two individuals, who are not the applicant's advisors in Japan and who are willing and able to judge the applicant's ability to carry out their proposal. One should be your thesis supervisor.
- b. Each referee/recommender should assess the applicant's ability to carry out their proposal, as well as the importance and impact of the project, and describe the relationship between themselves and the applicant in the specialized field. Fill out the specified form in Japanese or English, sign it (an electronic signature or scanned data is acceptable).
- c. Each referee/recommender should submit the data via email to the Japan Foundation offices in the country where the applicant's institution is located.

(2) "Letter of Affiliation Form" (specified)

- a. Applicants should ask their advisor in Japan to fill out a Letter of Affiliation Form (either in English or in Japanese).
- b. The advisor should assess the applicant's ability to carry out the proposed research, the importance and impact of the project, and describe the relationship between themselves and the applicant in the specialized field. Fill out the specified form in Japanese or English and

sign it (an electronic signature or scanned data is acceptable).

c. The advisor should submit the data via email to the Japan Foundation headquarters.

(3) "Japanese-Language Ability Assessment Form" (specified)

a. Applicants should ask their evaluator/referee to fill out a Japanese-Language Ability Assessment Form. The evaluator/referee should be someone who can assess the applicant's Japanese-language ability.

b. The evaluator/referee should make an assessment of whether the applicant has sufficient Japanese language ability to carry out research in Japan. Fill out the specified form in English or in Japanese and sign it (an electronic signature or scanned data is acceptable).

c. The evaluator/referee should submit the data via email to the Japan Foundation offices in the country where the applicant's institution is located.

* The email addresses for each submission destination can be found in "10. Contact."