Graduate Fellowship Application Instructions 2011-2012

Please read these instructions carefully and prepare the necessary documents prior to beginning the application process. The entire application must be completed in one session, including document uploads, to submit and save the entry. After submitting the application, you may edit your application until the submission deadline. Should you have questions, contact the center at japancenter@international.ucla.edu.

Please note, each log-in session will time out after 45 minutes and your work will not be saved. However, the application process should take approximately 15 minutes.

Step 1: Create Applicant Profile

- First Time Users: register for an account
- Returning Users: students who have applied for 2010-2011 fellowships from the International Institute and its centers may use the same login ID to submit an application

Step 2: Current Status

- Current Status of Study
  - Date of B.A.
  - Date entered present Grad Program
  - Date of M.A. if applicable
  - Date adv. to Ph.D. Candidacy

Step 3: Purpose of the Fellowship

- The title of your project
- Click all applicable boxes pertaining to the primary purpose of this fellowship
- Please have your statement of purpose (600 word maximum) ready to upload. If you are applying for the Aratani Field Experience, Sasakawa Language or Kawahara Fellowship, please note the following:
  - Aratani Field Experience Scholarship
    - Please attach your field research plan, with the topic of your Dissertation and the length of stay in Japan. You must have been advanced to candidacy at the time the fellowship is awarded.
  - Sasakawa Language Fellowship
    - Please describe the program. The language fellowships are not designed for taking Japanese classes at UCLA during the normal academic year, but are primarily for programs such as IUC (whole yr or summer), Middlebury College Summer Program, or UCLA Summer intensive program.
  - Kawahara Fellowship
    - This fellowship is available to applicants whose primary focus of study is not Japan. If you are applying for the Kawahara Fellowship, please describe the project and how Japan-studies fits into the larger context of your work.
Step 4: Japanese Language Proficiency

- Aural
- Oral
- Reading
- Writing

Step 5: Completed Coursework

- List Japan-related coursework completed. If you are applying for a language fellowship, please list previous language courses.
- *Have your official transcript sent to the Terasaki Center for Japanese Studies, 11282 Bunche Hall, 148703
- Please have your coursework description ready to upload

Step 6: Research History

- Describe research history and list titles of papers
- Please have your file ready to upload

Step 7: Other Fellowships

- List all fellowships/scholarships received from the time of entry at UCLA, as well as other fellowships you are applying for this year.
- If you received any fellowships from the Terasaki Center in the past three years, please attach a one page report on your most recent award and how the funds were used. Have the report ready to upload.

Step 8: Itemized Budget

- Part 1
  - Column 1 (From T.C.): Please enter the amount of funds requested from the Terasaki Center. Please take care to enter costs into the proper category:
    - Travel- Domestic or International, airfare up to $1,000, ground transportation
    - Tuition and Fees- Tuition for UCLA, IUC, or equivalent language programs
    - Expendable Supplies- do NOT include living costs. Photocopies, printing costs, research-related supplies, books up to $300. Equipment purchases such as computers are prohibited. Software purchases must have justification.
    - Other- living costs and other miscellaneous items
  - Column 2 (From Other Sources): Please enter the amount of anticipated costs that will be paid for through alternative means.
    - Example: The applicant below anticipates travel costs of $4,400, but only requests $1,200 to be paid for by the Terasaki Fellowship.
<table>
<thead>
<tr>
<th>Category</th>
<th>Costs</th>
<th>From T.C.</th>
<th>From Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>International airfare, train and subway fare.</td>
<td>$1,200</td>
<td>$3,200</td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td></td>
<td>$0</td>
<td>$14,694</td>
</tr>
<tr>
<td>Expendable Supplies</td>
<td>Photocopies, books, printing, office supplies</td>
<td>$450</td>
<td>$450</td>
</tr>
<tr>
<td>Other</td>
<td>Food and lodging, misc fees</td>
<td>$5,000</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$6,650</strong></td>
<td><strong>$18,344</strong></td>
</tr>
</tbody>
</table>

- Part 2: Please have a detailed itemized budget for AY 2010-2011 ready to upload including justification for purchases, lengths of trips and/or relevance to the project. If your total budget exceeds the amount requested from the center, please bold or write costs that will be paid for with Terasaki Fellowship funds separately.
- **Note:** Many students anticipate greater need than what the Center can provide. The costs entered into the application should directly reflect a simple breakdown of the funds requested from the center vs. total anticipated need. The uploaded budget should be an itemized breakdown of what that lump sum entails.
- **Note:** If you have multiple budgets for projects, please do not break them down into separate budgets. Only one combined budget is necessary for the application.
- **Note:** If your project extends beyond one year, provide a budget for this academic year only. Applicants may not request funds for subsequent years but must apply again during the following application period.
- **Note:** Please complete parts one and two. Neither should be omitted.

**Step 9: References**

- The Names and Email addresses of **TWO** references
- After you submit your application, both letter providers will be sent an email instructing them how to submit their letter electronically.
- Letter providers will have until **March 7, 2011** to upload letters.