

Undergraduate Students General Instructions

1. Read the guidelines carefully for detailed information about the scholarship. Also, review the instructions on the front page of the application form before applying.
2. Written examination subjects for each scholarship category are provided in the guidelines. There is no specific syllabus for the MEXT Scholarship examination. Preparation for Indian university or college entrance exams is generally adequate for the MEXT Scholarship examination.
3. Submit the application form to the embassy/consulates (as per each office's instructions) by post or courier on or before the due date. Each applicant must submit two sets of applications in one envelope, clearly mentioning the category (e.g., Undergraduate) on top of the envelope. **An applicant can apply for only one category of scholarship.**
4. The Embassy has shared all necessary information on its website and in this document to facilitate easy submission of applications. Therefore, the Embassy/Consulate expects applicants to submit their applications to the best of their ability.

No.	Documents	1 original	1 copy	Remarks	Additional Explanation
①	Application Form	○	○	Use the FY2027 Application Form. (See Note 4.)	The application form is an editable PDF file; therefore, please fill it out using a computer.
②	Direct Placement Preference Form	●	/	Submit after passing the First Screening (only for applicants who (a) select “Social Sciences and Humanities” and are eligible for direct placement or (b) desire direct placement regardless of their fields of study (either Social Sciences and Humanities or Natural Sciences)). Details will be informed to eligible applicants later. Use the FY2027 Preference Form. (See Note 5.)	Required only for those seeking direct placement. Please note that direct placement requires a high level of Japanese language proficiency and additional conditions. Therefore, read the guidelines carefully (page 2, point no. 4) before opting for direct placement.
③	Academic transcript(s) for all school years of school/university attended	○	○	A transcript issued either by the school/university attended or by the applicant's national government. (See Note 6.)	Submit marksheets from Grade/Class IX onwards, attested by the concerned school principal/authority. If you hold a higher qualification after Grade XII, follow the same process and have the documents attested by the relevant authority. * Students who are appearing for their Class/Grade XII examination in 2027 should submit a certificate

					issued by the concerned school on its official letterhead. The certificate must state the expected marks in each subject and confirm an overall score of 80% or higher in the examination.
④	Certificate(s) of graduation of school/university attended	○	○	If the applicant has not yet graduated, submit a certificate of prospective graduation from the school/university. (See Note 7.)	Submit Grade/Class X passing certificate and, if available, Class XII certificate as well. The copies should be attested by the concerned school principal.
⑤	Recommendation letter from either a class teacher or principal of last school attended	○	○	Free format. A sample format is available. (See Note 8.)	A recommendation letter issued by the school principal or a senior school teacher, either in the Sample Format of Recommendation Letter provided on the official website or in a free format on the official letterhead of the school you attended.
⑥	Medical certificate	○	○	Use the FY2027 certificate form. (See Note 9.)	Any neighborhood general physician with an Indian Medical Council (IMC) registration number can issue the medical certificate. The same registration number must appear on the doctor's stamp.
⑦	Certificate of enrollment	●	●	Only for those currently enrolled in a university.	
⑧	Certificate of university enrollment examination qualification	●	●	Only for those who pass the university enrollment qualification examination. (See Note 7 and 10.)	
⑨	Certificate of language proficiency		● (2 copies)	Only in case the applicant has documents attesting to competency in Japanese or English; submit 2 copies. No original document necessary. The date of issue of the certificates should be no earlier than two years from the date of application to the Japanese diplomatic mission. (See Note 11.)	

Note 1: Documents indicated by the white circle (○) must be submitted by all the applicants. Documents indicated by the black circle (●) should be submitted only if applicable.

Note 2: These documents must be written in Japanese or English, or if they are written in any other languages, translation in either Japanese or English should be attached.

Note 3: The applicants must submit two application packets: one is a complete set of original documents and the other is a complete set of their copies. Ensure that there is no missing information in the application form when printing it out. Write the document number, from ① to ⑨ (refer to the numbers in the table above) in the upper right-hand corner of the first page for all the documents.

Note 4: The applicant's photograph to be attached to the Application Form should be of clear quality, taken within six months of submission, and printed on paper specially for photographs. The photograph should be 4.5 x 3.5 cm., upper-body, full-faced, no hats. Please write applicant's name and nationality on the back of the photograph. The photograph data can be pasted to the Application Form and printed out.

Note 5: A list of undergraduate courses permitting direct placement is provided by the Japanese diplomatic mission in the applicant's country. After passing the First Screening, applicants who (a) select "Social Sciences and Humanities" and are eligible for direct placement, or (b) desire direct placement regardless of their fields of study (either Social Sciences and Humanities or Natural Sciences) should choose and fill in their preferred university and department in the Preference Form out of the list. Prior to the submission of the Form, applicants should inquire to the Japanese diplomatic mission about, and understand the information regarding, the undergraduate courses accepting direct placement, the number of students accepted, any conditions for acceptance including Japanese language proficiency, information on any entrance examinations conducted by the university, the period when overseas students may enroll and start their studies, etc.

Note 6: Applicants must submit the following documents according to his/her academic background:

(a) Applicants who are attending, or have graduated from, an upper secondary school: an academic transcript from the upper secondary school;

(b) Applicants who are attending, or have already graduated from, a university: academic transcripts from both the upper secondary school and the university.

The academic transcripts should show the grade scale applied and the grades earned by the applicant in all the subjects studied for each year of study at the school or the university. Those who are currently attending an upper secondary school or a university must also submit the academic transcript that covers the period from the year of enrollment to the term for which grades have been determined at the time of application for the scholarship. Those who are attending an upper secondary school or a university must also submit a transcript to the Japanese diplomatic mission when he/she graduates from that school or university by the time of enrollment. In the case that the last school offers a single-structure education system consisting of a lower and upper secondary level or a primary and secondary level, the necessary academic transcripts to be submitted shall cover all school years of upper secondary education.

Note 7: Applicants must submit the following documents according to his/her academic background:

(a) Applicants who are attending an upper secondary school: a certificate of prospective graduation from the upper secondary school;

(b) Applicants who have already graduated from an upper secondary school: a certificate of graduation from the upper secondary school;

(c) Applicants who are attending a university: a certificate of graduation from the upper secondary certificate of enrollment.); school (in addition, they must submit a ⑦ certificate of enrollment.);

(d) Applicants who have already graduated from a university: certificates of graduation from both the upper secondary school and the university. A copy of the graduation certificate and the certificate of university enrollment qualification examination is acceptable if the copy is attested by an authorized official of the university or an examination authority. Do not submit the originals as the submitted documents will not be returned. Those who are attending an upper secondary school or a university must also promptly submit a certificate of duration to the Japanese diplomatic mission by the time of enrollment.

Note 8: A recommendation letter for those who are attending an upper secondary school or a university should be issued by that school or university they are attending. A recommendation letter for those who graduated from an upper secondary school or a university should be issued by that school or university.

Note 9: If the applicant's health condition changes (including any serious changes relating to his/her life plan) after he/she has submitted his/her health certificate, the applicant needs to promptly share such information with the Japanese diplomatic mission since it concerns the acceptance system of the accepting university and Japanese medical institution.

Note 10: For applicants with "⑧ Certificate of university entrance qualification examination", this document may be submitted in place of documents No. ③, ④ and ⑤.

Note 11: Only if an applicant has a completed certificate document of Japanese-language ability or English-language ability that shows his/her name and level/score, enter necessary information in "19. Japanese language qualifications" and "20. English language qualifications" of the Application Form and submit a copy of the certificate. In case of printing out the certificate from the Internet, print out and submit a page showing the applicant's name and the details of the relevant qualification (level, score, etc.). The date of issue of the certificate should be no earlier than two years from the date of application ("Date of application" entered on the last page of the application form) to the Japanese diplomatic mission.

(Note 12:) If documents are submitted in bound form, they may be dismantled during the review process.