



# The Hiroshima JET Scholarship Fund

*Information Packet for ALTs and JTEs 2024-2025*

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# LETTER TO HIROSHIMA ALTS

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July 1st, 2024  
hiro.scholarship@gmail.com

Greetings Hiroshima ALTs!

We are pleased to introduce the Hiroshima JET Scholarship Fund (HJSF) to you and your schools!

The HJSF is a volunteer organization created by JET ALTs and CIRs. Our mission is to financially support students in Hiroshima Prefecture who dream of studying abroad and bettering their English abilities. Annually, HJSF awards exceptional students cash prize scholarships for the purpose of funding a study abroad experience. Through fundraisers, events, and community outreach, the HJSF collects donations and receives grants to support our operations.

**For the 2024-2025 application cycle, the HJSF will award one student a ¥250,000 scholarship.**

This packet contains everything you need to know in order to give your students the opportunity to apply for our scholarship. To better understand the ALT's, JTE's, and student's role in the Hiroshima JET Scholarship Fund application process, please take a moment to read over the material in this information packet.

The HJSF greatly appreciates your continued support as we continue to make our students' dreams of studying abroad a reality!

Best regards,

The Hiroshima JET Scholarship Fund Committee

## ABOUT THE SCHOLARSHIP

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The Hiroshima JET Scholarship Fund Committee is a group of independent volunteers comprised of JET ALTs and CIRs who live and work in communities, schools and government offices in Hiroshima. In the spirit of promoting international exchange and students' practical English communication abilities, the HJSF is offering a scholarship to students attending schools within Hiroshima prefecture.

The ideal candidate for the scholarship does not need to attend an academically oriented school or have strong English skills. The most important factor that will be considered is a student's sincere interest in learning English and participating in cultural exchange. Strong applicants will often be involved in extracurricular and community activities and will demonstrate their motivation to travel and study in a foreign country.

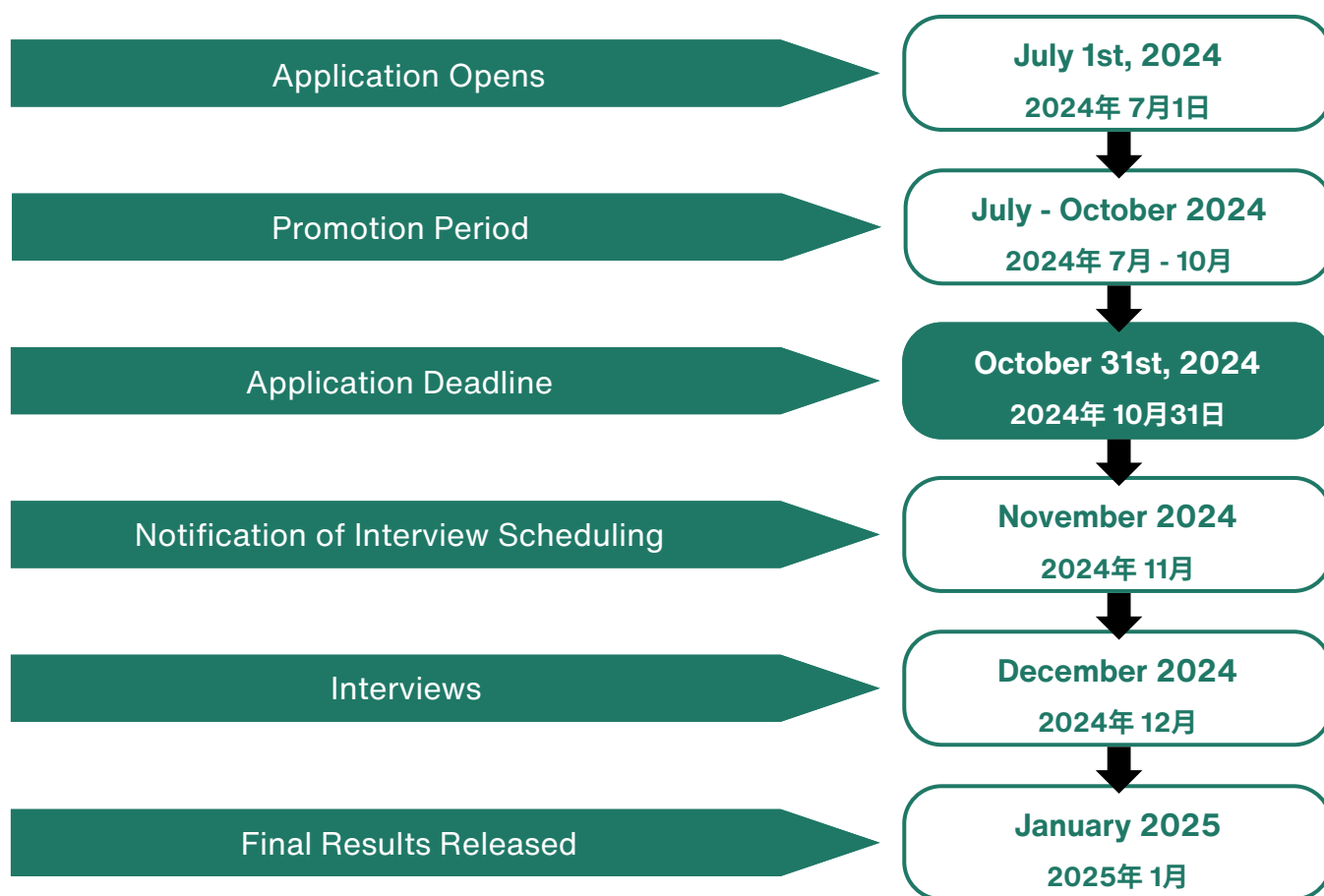
Please note: **This is a scholarship, not a loan. Successful applicants do not need to repay their scholarship.**

**\* Qualifying applicants must attend a school in Hiroshima where a JET Programme ALT is present.**

**Only students who are in their 2nd or 3rd year of Junior High School, or their 1st or 2nd year of High School at the time of submitting the application are eligible to apply. \***

### APPLICATION TIMELINE

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## ROLE OF THE ALT

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As a Hiroshima ALT, you will be the primary source of scholarship information at your school(s). Your involvement in the advertisement and application process is crucial. There is no limit on the number of applicants per school, and the selection of the recipient will not be based solely on English ability. As such, we hope you will promote the scholarship to all students who might be interested and support them in their application process.

What you should do:

1. **Promote**

See page 6.

2. **Assist**

Encourage students to challenge themselves and apply for the scholarship!

Familiarize yourself with the process so you can answer any questions that students or JTEs might have. If you have any questions, you can always email the scholarship committee at **hiro.scholarship@gmail.com**

*Note:* It's perfectly fine to help your students find appropriate English focused programs and understand the application forms. You may help students with editing their applications (grammar and spelling), however, please allow students to write in their own words.

3. **Prepare**

After the application process is complete, applicants will be notified on whether they will be continuing on to the interview stage. Please feel free to help them prepare for the interview.

*Study Tip:* As our interview questions may change every year, we recommend utilizing the application questions and the student's responses to practice several interaction styles: Interview Q & A, Conversational Exchange, Expanding on their responses, and Formulating their own questions.

## PROMOTE

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As the ALT, you are the first connection between the scholarship and your students. Through your efforts of spreading the word, we are able to connect to an amazing pool of aspiring applicants!

Follow these five simple steps to promote the HJSF 2024-2025 scholarship:

1. **Familiarize yourself with the scholarship** so you are prepared to answer questions you may receive when you are introducing it to your JTEs and students. This is the first step to successfully promoting the scholarship. Visit our website for more information. <https://www.hjsfund.org/>
2. **Talk to your JTEs and Supervisor** and share with them the “Letter to JTEs, etc.” (page 13) and the application packet (available for download on our website). Please ensure that you follow the chain of command in your office; talk to your supervisor and head English Teacher **first** and get their approval.
3. **Display our promotional poster.** 2-3 posters are included in this informational package. To display additional colored posters around your school, please go to <https://www.hjsfund.org/for-teachers> to find the printable poster available for download.
4. **Present the scholarship to your students.** Request 5 minutes of class time in as many classes as possible to promote the scholarship. If you have access to a projector, you can download the promotional slideshow at <https://www.hjsfund.org/for-teachers> or scan the QR code below. In this presentation, let them know the most important points and encourage them to talk to you if they want more information.
5. **Give applications to interested students.** The application will be available to download online at <https://www.hjsfund.org/the-application>, so students have the option to print the application from home. Feel free to print application forms and distribute them to interested students.

QR code for the HJSF promotional slideshow:



### \* Timing \*

In order to allow students enough time to prepare their applications and receive their ALT's and JTEs' support, we suggest having the posters up and scholarship presentations finished **before or immediately after** the student's summer vacation (July - August). From promotion to application completion, students, JTEs and ALTs must coordinate together and utilize the four-month application period efficiently.

## ASSIST

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Beyond promoting the HJSF scholarship, ALTs may also assist students as they prepare their applications. If asked for help, ALTs can assist students in the following ways:

1. **ALT Student Evaluation Form** *\*Optional for students\**

Form C1 in Application Packet

*Note: The student can ask their ALT to complete this optional form. If you are asked to complete this form, you must sign the form and seal it in an envelope before returning it to the student. Typed documents are acceptable for this form.*

2. **Editing the Application**

When it comes to helping with the application, you can check their personal statements for grammar and spelling errors, but the content should be written solely by the student.

*Note: You can also assist the sponsoring JTE with understanding the student evaluation forms B1 and B2. (Once again, the content should be written in the JTE's own words.)*

## PREPARE

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Selected students will be notified of the available interview time slots once the HJSF committee finishes the application selection process.

It is recommended that students prepare by expanding on their application responses and the motivations behind them. Questions may go beyond the scope of the application, so students should practice various styles of speaking (Interview, conversation, monologue, question-asking).

Interviews will take place in person. The students selected for the interview will be informed of the location and dates at a later date. Commute from applicants' home to the interview venue will be covered by the HJSF. For the interview, students must wear their school uniforms.

## POTENTIAL CHALLENGES

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At the end of the day, this scholarship is about giving back to our schools and students, and we don't want to make your workplace uncomfortable.

If you are unable to use class time to talk about the scholarship to students, upon your school's approval, here are some other techniques you can do:

1. Ask to put up more posters
2. Collaborate with your JTEs to share the information
3. Spend a few minutes after class to talk and engage with students
4. Encourage clubs you may be a part of to consider the opportunity

Spread the word! If the students don't know about the scholarship, they can't apply for it, and they could miss out on a truly life-changing experience. Your school may also place limitations on who can apply (for example, only first year students). That's okay! Work with your school(s) and their needs.

## THE ALT'S SCHOLARSHIP CHECKLIST

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- Introduce the scholarship to your supervisor, head English teacher, and school staff. Share the information packet, letters, and applications with them.
- Display posters around the school (in classrooms, the library, etc.). Print color photocopies of the posters, if necessary.
- Introduce the scholarship to your students.
- Assist students and teachers if they ask for help.
- Help students manage their time to complete their applications.  
**(Due October 31st, 2024)**
- Work with students to prepare for their interviews.
- Congratulate your students for trying their best!



## ROLE OF THE JTE

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Beyond granting approval for the scholarship process, sponsoring JTEs will likewise help promote, assist, and prepare students for their applications and interviews. When JTEs and ALTs work together to promote the HJSF scholarship, the outreach is tremendous. Teachers are responsible for:

1. **The Student Evaluation**

Form B1 and B2 in the Application Packet

*Note: The student must ask a Japanese Teacher of English (JTE) to fill out this form in English. The JTE must then sign the form and seal it in an envelope before returning it to the student.*

2. **Editing the Application**

When it comes to helping with the application, JTEs can check students' personal statements for grammar and spelling errors, but the content should be written solely by the student.

3. **Submitting the Application**

It is best practice to ensure that a student has all of their paperwork in order. If a student asks for mailing assistance, that is up to the discretion of the ALT and JTE.

*Note: Application packet must be postmarked by **October 31st, 2024**.*

4. **Preparing for the Interview**

It is recommended that applicants practice speaking with as many different people as possible prior to their interview.

# ROLE OF THE STUDENT

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The most important part of the whole process: The Student. For those that are excited, motivated, and qualified to apply, they must follow these steps to successfully complete the Hiroshima JET Scholarship Fund Application.

## 1. Be an Ideal Candidate

- *Must be a 2nd or 3rd year Junior High School student or a 1st – 2nd year Senior High School student at the time of application, attending a school in Hiroshima Prefecture where a JET Programme ALT is present.*
- *Student should have enthusiasm for English and show genuine interest in cultural exchange.*
- *Student should be highly motivated and mature.*
- *Student should have strong interpersonal skills and actively seek out ways to interact with other cultures, for example, ESS Club.*

## 2. Ask a JTE to sponsor them and ask for ALT support

- *Student Evaluation Form (B1 & B2) – completed by teacher*
  - o *The student must ask a Japanese Teacher of English (JTE) to fill out this form in English. The JTE must then sign the form and seal it in an envelope before returning it to the student. Typed documents are acceptable as attachments to the evaluation.*
- *ALT Student Evaluation Form (C1) – completed by ALT \*Optional Form\**
  - o *The student can also ask their ALT to complete this form. If the ALT is asked to complete this form, they must sign and seal it using the same procedure as in B1 above. Typed documents are acceptable as attachments to the evaluation.*

## 3. Fill out the Application

- *Student Personal Information (A1) - This section can be completed in Japanese or English by the student.*
  - o *The student's parent or guardian must sign or stamp this section or it will not be accepted.*
- *Student Personal Statement (A2) - This section must be filled out in English by the student only.*
  - o *Students may receive help with editing, grammar, and spelling, but not content. Please do not use electronic or online translators.*
- *Program Choice (A3) - This section can be filled out in English or Japanese by the student.*
  - o *Students may receive help from their parents, guardians, JTEs and ALTs on finding a program. Please also check A5 for some exchange programs.*

## 4. Submit the Application

- *The Application Form*
  - o *The student must submit their entire completed application in a large envelope.*
- *Submitting the Application Form*
  - o *Postmarked before or by **October 31st, 2024.***
  - o *Students are responsible for submitting all application materials in one envelope to the following address:*

〒723-0017  
Hiroshima-ken, Mihara-shi, Minatomachi 3-5-1 Mihara City Hall 4F  
Management Planning Division  
Jake Locop

5. **Prepare for the Interview**

- *Practice*

- o *Students should practice reviewing their application responses and talking about themselves and their future goals. It is highly encouraged that students speak with as many different people as possible.*

6. **Post-Award**

- *Successful applicants of the scholarship will be asked to submit a report about their experience as an applicant, as well as their experiences during their study abroad program.*

## RESOURCES

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For any more information, please visit <https://www.hjsfund.org/faq>.  
For any questions, comments, or concerns, please contact the Hiroshima JET  
Scholarship Fund at:  
<https://www.hjsfund.org/contact>  
or  
hiro.scholarship@gmail.com

## APPLICATION CHECKLIST

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The following materials should be completed in ink and included in the student's application.

- Hiroshima JET Scholarship Fund Application Form (completed by student).
- Student Evaluation Form, signed and sealed, (completed by teacher).
- \*Optional\* ALT Student Evaluation Form, signed and sealed, (completed by ALT).
- Put all documents into one A4-sized envelope.

Submit all documents, by mail, postmarked by **October 31st, 2024** to the following address:

〒723-0017  
Hiroshima-ken, Mihara-shi, Minatomachi 3-5-1 Mihara City Hall 4F  
Management Planning Division  
Jake Locop

July 1st, 2024

Dear School Principals,

We are the Hiroshima JET Scholarship Fund Committee, also known as HJSF. HJSF's mission is to support Hiroshima students who dream of studying abroad. Hiroshima Junior and Senior High Schools with a JET Programme ALT can apply to win a scholarship of ¥250,000 for the study abroad program of their choice.

HJSF is an independent, volunteer project organized and administered by volunteer members of the Hiroshima JET community and is not connected to the Hiroshima Prefectural Board of Education or any other Board of Education. Please note, this is a scholarship, not a loan. Successful applicants do not need to repay their scholarship.

It is our sincere hope that you will allow us to present this opportunity for study, growth, and enrichment to the students at your school. If you would like more information, and would like to view our previous winners throughout Hiroshima prefecture, please visit us at our website, [HJSFund.org](http://HJSFund.org) or please email us at [hiro.scholarship@gmail.com](mailto:hiro.scholarship@gmail.com).

Thank you for your understanding and support,

The Hiroshima JET Scholarship Fund Committee

令和6年7月1日

拝啓 広島県内の学校校長先生の皆様、

お世話になります。我々は広島県JET海外留学奨学基金委員会、通称 HJSF  
でございます。我々の使命は、海外留学へ行き英語力を向上させることを  
夢見る広島県内の生徒たちを経済的に支援することです。JETプログラムの  
参加者である国語指導助手（ALT）が務めている広島県内の中学・高校  
は、希望する留学プログラムのために250,000円の奨学金を獲得するために  
応募することができます。

HJSFは、広島JETの有志によって団体・運営されている独立したボランテ  
ィア事業であり、広島県教育委員会やその他の教育委員会とは一切関係あ  
りません。我々は奨学基金であり、貸与ではないため、受賞者は奨学金を  
返済する必要はありません。

貴校の生徒たちに、このような学習、成長、充実の機会を提供させていた  
だけることを切に願っております。より詳しい情報をご希望の方、また広  
島県内の過去の受賞者をご覧になりたい方は、HJSFund.org の公式サイト  
をご覧いただくか、hiro.scholarship@gmail.com までメールでお問い合わせ  
ください。

今後ともご協力を宜しくお願い申し上げます。

敬具

広島県JET海外留学奨学基金委員会

July 1st, 2024

Dear JTE,

We are the Hiroshima JET Scholarship Fund Committee, also known as HJSF. The HJSF is an organization created by volunteer members of the Hiroshima JET community. Our mission is to financially support students in Hiroshima Prefecture who dream of studying abroad and bettering their English abilities. Annually, HJSF awards exceptional students cash prize scholarships for the purpose of funding a study abroad experience. Through fundraisers, events, and community outreach, the HJSF collects donations and receives grants to support our operations.

This year HJSF will award a scholarship to one passionate, determined and hard-working student in Hiroshima Prefecture who dreams of learning English while studying in a foreign country. All eligible students (2nd – 3rd year JHS and 1st – 2nd year SHS students) may apply. The winner will receive a scholarship of ¥250,000 to be used as payment for the study abroad program of his or her choice.

HJSF is not connected to the Hiroshima Prefectural Board of Education or any other Board of Education. Please note, this is a scholarship, not a loan. Successful applicants do not need to repay their scholarship.

This is a fantastic opportunity, and the successful student will benefit culturally, intellectually and personally from this experience. The more students hear about this scholarship, the more likely we can expand operations in the future and offer more opportunities to more students. Applications must be sent by mail and postmarked on or before October 31st, 2024. If you have any questions about the scholarship, please ask your ALT for more details.

Thank you for your help and support,  
The Hiroshima JET Scholarship Fund Committee

令和6年7月1日

拝啓 広島県内の英語教師の皆様、

お世話になります。我々は広島県JET海外留学奨学基金委員会、通称 HJSF でございます。HJSFは広島内JETプログラムの参加者のボランティアによって設立された団体です。我々の使命は、海外留学へ行き英語力を向上させることを夢見る広島県内の生徒たちを経済的に支援することです。毎年、HJSFは優秀な生徒たちに留学体験の資金として賞金奨学金を授与しています。募金活動、イベント、地域活動を通じて、HJSFは寄付金を集め、運営を支援する助成金も受け取っています。

今年度、HJSFは英語を学びながら外国で勉強することを夢見る、広島県内の熱意と決意にあふれた勤勉な生徒1名に奨学基金を授与します。資格のある全ての生徒(中学2年生から3年生、高校1年生から2年生)が応募の対象者となります。受賞者は、個人で選択しました留学プログラムの支払いに使用できる250,000円の奨学基金を受け取ります。

HJSFは広島県教育委員会等とは一切関係ありません。我々は奨学基金であり、貸与ではありません。受賞者は奨学金を返済する必要はありません。

これは素晴らしい機会であり、合格した生徒はこの経験から文化的、知的、個人的に恩恵を受けるでしょう。この奨学金についてより多くの生徒に知ってもらえれば、将来的に事業を拡大し、より多くの生徒に多くの機会を提供できる可能性が高まります。応募は、2024年10月31日(消印有効)までに郵送でお願い致します。また、奨学金についてご質問やご不明な点がございましたら、国語指導助手(ALT)にお尋ねください。

今後ともご協力を宜しくお願い申し上げます。

敬具

広島県JET海外留学奨学基金委員会