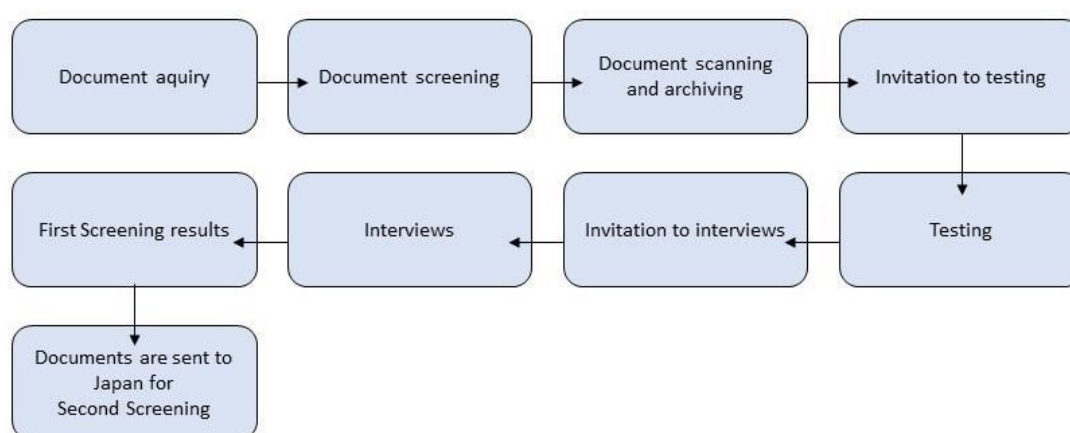


MEXT 2025

IMPORTANT NOTES AND FREQUENTLY ASKED QUESTIONS

For Applying via Embassy of Japan in Bosnia and Herzegovina

PROCESS FLOW:

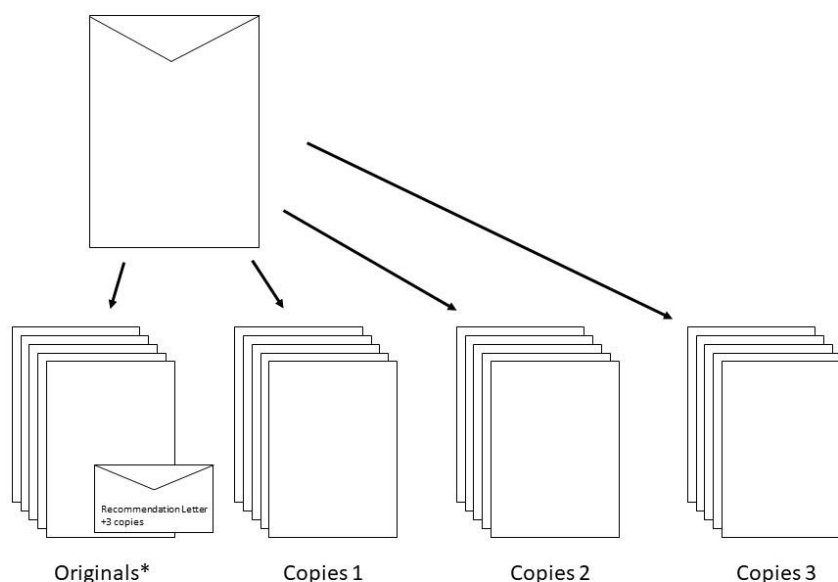


All candidates who pass the document screening will be invited for interviews with Embassy staff, and will be required to take tests to assess their knowledge prior to being recommended to Japanese universities. All tests are mandatory for getting the scholarship. Interview attendance is also mandatory. All candidates must take tests on English and Japanese language skills regardless of their choice of study (Research / Undergraduate / College of Technology). Undergraduate and College of Technology applicants will be required to take additional tests (in English) for their choice of study, such as Mathematics, Physics, Biology, and similar. Details on which tests are required for which orientation are mentioned in the document **Application Guidelines** found on links below every field of study on the Embassy MEXT 2025 webpage.

The Japanese language test is not for screening; it is used to gauge the applicants' enthusiasm and language skill level in order to organise Japanese language courses upon arriving in Japan and before starting university / college / research. General preparation is still recommended due to growing numbers of applicants with Japanese language skills every year. Links to online Japanese language study can be found on the MEXT 2025 Embassy webpage, at the bottom of the page.

GENERAL NOTES AND FAQ:

Please send your application documents in a single envelope, in bundles as depicted:



* please refer to note no. 11 for more details

1. The applicant must be a citizen of BiH – as such, they need to have a BiH passport, or another official document which verifies BH citizenship (e.g. ID card, Birth Certificate listing nationality as BiH, etc.).
2. Application to Embassy of Japan in BiH requires one extra set of copies to be submitted to the Embassy, on top of the two which are required in the official **Application Guidelines** for all study groups. It is recommended that the applicant also keeps one set of copies (the fourth one) for themselves, as documents will not be returned from the Embassy until the end of the First Screening. Original documents will be sent to Japan. More on originals and copies is outlined in notes 11~12 in the continuation.
3. We highly recommend applicants to bring their application documents in person, or send them via registered mail, for fear of delays and loss in postal services, especially so if documents are being sent close to the deadline. Documents which arrive after the deadline will not be accepted, even if they are sent before the deadline.
4. Please do not send more than one complete application, more than one time. Please do not submit documents in separate shipments at the initial stage of the application process. Please do not divide your application in ways other than instructed.

5. A document will not be considered if submitted electronically, and it will also not be considered if sent by a third party (e.g. university or employer) – all documents must be submitted by the applicant in a single shipment.

6. The **Medical Certificate** is not required to be sent with the rest of the initial application. Only applicants who pass the Document Screening and Testing stages will be asked to submit Medical Certificates.

The candidates can conduct their medical exams in any medical institution they have in mind – there are no regulations for your choice of medical facility.

Please note that only the given format will be accepted. If any other format is submitted, it will be considered as if the Medical Certificate was not submitted, and the applicant may be rejected as a result.

It is not necessary to submit medical documents other than the given format for the Medical Certificate.

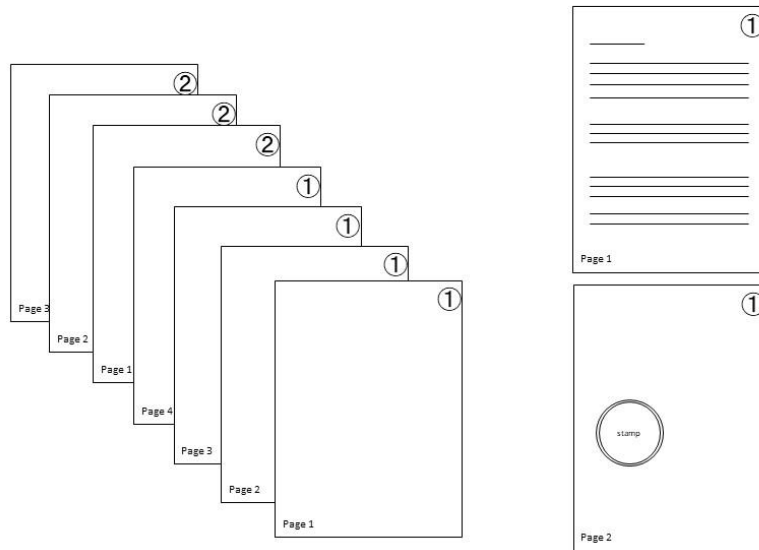
The Medical Certificate needs to be filled out by a medical professional, NOT the applicant.

The Medical Certificate needs to be filled out in English or Japanese. If the medical professional fails to fill out the Medical Certificate in English or Japanese, the document might not get accepted, or the applicant might be asked to produce it again on short notice. It is acceptable for the applicant to attach an English or Japanese translation to the Medical Certificate which is filled out in the local language, but this is not encouraged.

7. An English or Japanese translation of every document originally in the local language must be submitted. The translations need not be made by a professional or court interpreter – candidates can translate their own documents. Any application which does not contain English or Japanese translations of all local language documents will NOT be considered for scholarship.

Documents originally in Japanese or English need not be translated to local or any other language.

8. It is necessary to mark every page in the application with the corresponding number indicating its type as described in **Application Deadlines** for every field of study. Please write the numbers in upper-right corners of all pages. These numbers are not the same as normal page numbers. Pages that contain only stamps or signatures also need to be numbered accordingly. Do not forget to write the number on both sides of the paper if you are printing two-sided.



9. The applicants should NOT staple their application documents – please consider that they will have to be scanned once delivered, and prepare your documents for scanning. Using paper clips is acceptable.

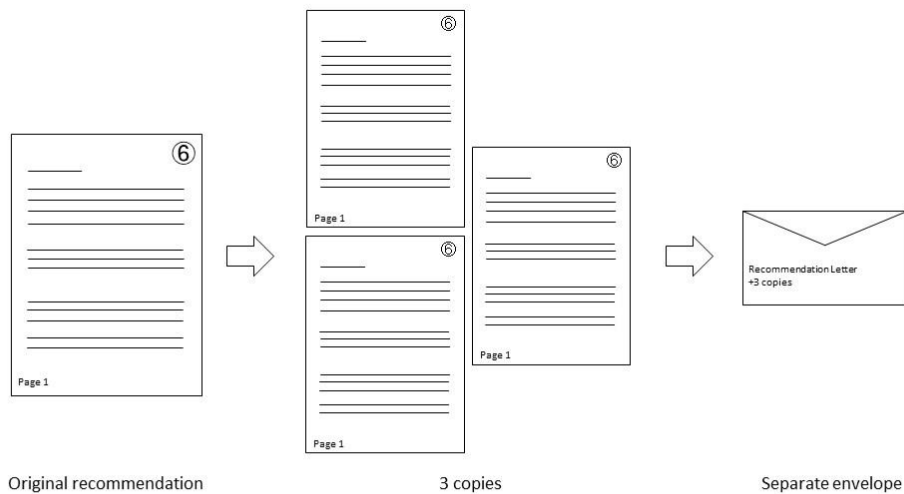
10. The **Recommendation Letter** should be in a separate envelope sealed by the applicant’s recommending professor / employer. If possible, the applicant should ask their recommending professor / employer to produce three (3) photocopies of the Recommendation Letter, and seal them together with the original in a single envelope. The sealed envelope should then be given to the applicant to apply for MEXT 2025 with the rest of the documents.

The Recommendation Letter should be written in English or Japanese, as the applicant should not open the letter, and hence cannot provide a translation.

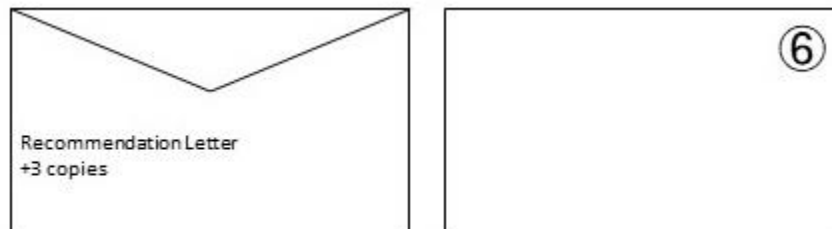
Please submit the envelope with the Recommendation Letter together with the rest of the application in a single bigger envelope, as described in points 3 ~ 5.

The format for the Recommendation Letter is free, and up to the recommending professor / employer.

Bear in mind that the academic Recommendation Letter and employment Recommendation Letter are differently numbered. Academic Recommendation Letter is an obligatory part of the application – applications without one will not be considered. An application without an employer Recommendation Letter will be accepted if the applicant is unemployed. More on obligatory documents in point 13.



It is likely that the Recommendation Letter inside the envelope will not be adequately numbered, so it is up to the applicant to number the envelope as shown. The number provided in the example may not correspond to the actual number as described in **Application Guidelines** for the applicant’s chosen field of study.



11. Documents of great importance, such as the diploma, should NOT be submitted as originals, as the Embassy will not be returning them to the applicant. Instead, the applicant should submit a verified copy of the important document. The verification should be performed by the relevant institution (e.g. school, university, court, municipality, public notary, etc.).

Any verified copy can be considered as an original document.

Photocopies that are not to be considered as originals need not be verified.

12. Photocopies of all documents are necessary. Please submit a total of three (3) sets of photocopies on top of the original bundle of documents – a total of four (4) bundles of

documents comprise a complete application. Please note that the official MEXT **Application Guidelines** require only two (2) sets of copies, but the Embassy requires one more bundle.

The applicant must produce copies of every document they submit as original, including accompanying translations, as well as documents in the local language. Applications that do not contain three (3) bundles of copies all documents on top of the original bundle will be considered as incomplete, and will not be considered for scholarship.

Photocopies of documents can be black-and-white or in colour, as long as the details written are clearly visible. Illegible photocopies will be considered as an incomplete application, and such application will not be considered for scholarship.

13. Obligatory documents are all documents marked with a white circle (○) in the tables found in the **Application Guidelines** for your field of study, or marked with a black circle (●) but apply to the applicant. For example:

- a. A candidate who is unemployed need not submit a Recommendation Letter by Employer (●), but if a candidate who has a job submits their application without a Recommendation Letter from their current employer, their application is incomplete, and therefore cannot be accepted.
- b. A candidate who wants to major in chemistry need not submit photographs of their artwork (●), but a candidate applying for an arts major must do so, otherwise their application is incomplete and cannot be accepted. Similarly, a candidate who is applying for a music major need not attach their artwork, but they need to attach a CD or DVD with music they performed and/or composed under the same category, otherwise their application cannot be accepted.

14. The Embassy is not authorised to disclose details on eventual failure of a candidate's application at any stage during the process. All candidates will regardless receive updates on passing or failing individual parts of the application procedure.

Please reference the **Application Guidelines** for your desired field of study together with this guide.

The Embassy in principle does not take telephone inquiries. For any specific questions regarding details which are not explicitly mentioned in this guide or the **Application Guidelines** for your desired field of study, please send an inquiry email to the following address:

embassyofjapan.culture@sx.mofa.go.jp

SPECIFIC NOTES FOR RESEARCH STUDENTS:

- (a) The Thesis Abstract represents the summary of your graduation paper. In case the university you attended prior to applying for MEXT does not require you to have a graduation paper, it is permissible to submit a recent seminar paper summary instead.
- (b) For the Field of Study in Japan, it is the general norm for the candidate to choose a field which relates to their previous field of study, and which they are able to study effectively during their time in Japan.

SPECIFIC NOTES FOR FILING THE ①APPLICATION FORM:

- (a) The duration of your **Academic Record** should include winter, spring, and summer breaks for every academic year listed.
- (b) For school names in your **Academic Record**, please list the names in English translation. Please list the school names of universities previously attended in the following pattern: University Name → Faculty Name → Elective Name.
- (c) For periods of schooling attended and times of enrolment, make sure to count full semesters and years of attendance, even if you plan to drop out if you get the scholarship. Space for comment under the table for **Academic Record** is provided for this purpose.
- (d) Please do not forget to check every relevant box in the degree obtained or expected to obtain in your **Academic Record**. Your Application Form is incomplete without this information, and as such subject to rejection.
- (e) Please list the name of your hometown and the corresponding postal code wherever you are required to input a mailing address (e.g. your current house address, address of your emergency contact).
- (f) The name of the Japanese diplomatic office where you will apply for your visa insurance is **Embassy of Japan in Bosnia and Herzegovina**.