

**The Kubota Fund**  
**Application Guidelines for Scholarship Grant**  
**Academic Year 2024/2025**

Founder: Yutaka Kubota (Founder & former Chairman of Nippon Koei Co., Ltd.)  
Trustee: Mizuho Trust & Banking Co., Ltd.  
Authorized by: Ministry of Foreign Affairs, Japan, 1984

The Kubota Fund is based upon Mr. Kubota's conviction that (1) economic development and social stability of developing countries are ultimately produced by domestic engineers' self-esteem and self-reliance, and (2) well-organized training programs are crucial to foster good engineers. The Fund presents grant for research analysts, trainees and students from developing countries who join in academic, educational or training program(s) provided by research/educational institutions or private enterprises located in Japan.

The Fund invites applications for scholarship grants for the academic year 2024/2025 on the following terms:

**1. Qualifications**

- (1) Applicant must be a national of developing country, or born & raised in a developing region, whose annual GDP per capita is less than US\$7,000.<sup>1</sup>
- (2) Applicant must be officially enrolled in a research/educational/training institute or hired by a business enterprise located in Japan.
- (3) Applicant must stay in Japan for the duration of scholarship, except the period of field research abroad, attending international conferences, or temporarily returning to your home country.
- (4) Applicant must be (or will have to be) pursuing academic degree(s)/conducting research project(s) on a specific engineering development theme (preferably civil engineering, electrical engineering, mechanical engineering, agriculture, environment engineering, energy engineering, architecture or development economics).
- (5) Applicant should be recommended by a permanent/professional staff, who holds capability/position to evaluate ability, achievements and potentiality of the applicant adequately, of the organization to which the applicant belong, such as the applicant's academic or managerial supervisor(s).

**2. Number of grantees, period of grant and multiple receipt of scholarships**

- (1) The number of grantees to be selected this year will be 12, including those who will be awarded renewed grant.
- (2) The period of each grant is one year (from April 2024 to March 2025).
- (3) The renewal of another one-year grant will be subject to qualifications.  
\*The grant will not be extended automatically. It is indispensable, if you try continuing your grantee status, to reapply to the Fund for the next academic year.
- (4) The Fund keeps accordance with the academic year of Japan (beginning on April 01 and ending on March 31). If you start from the Fall semester, please designate your application period for the scholarship as the latter half of the Japanese academic year.
- (5) The Fund allows grantees to receive other scholarships at the same time.

**3. Amount of grant**

From Yen 80,000 to Yen100,000 per month.

(The amount of grant and number of grantees are annually reviewed and eventually determined by the Managing Committee of the Fund.)

**4. Application**

(1) How to apply

- a) Please move to the application website of the Kubota Fund below, being different from the one

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<sup>1</sup> Current price, based upon the data as of October 2023 provided by IMF, "World Economic Outlook Database"

from which you downloaded this Guidelines,  
(URL: <https://mypage.3050.i-webs.jp/kbt2023/>)  
and perform preliminary registration first.

[Initial Page (Login Screen)]

For the first time, please click the 「新規登録」 button at the bottom right of the screen, as shown above, to proceed with your registration.

**From now on, when entering information, do not use Japanese kana or kanji, except for selection from the pull-down menu, and enter single-byte alphabets and numbers.**

**(Registration)**

- b) After reading “Terms & Conditions” displayed on the screen, if you agree to its content, click the blue "Agree" button at the bottom. (If you do not agree, you cannot apply for the Kubota Fund grant.)
- c) According to the “Remarks” at the beginning of the next screen (“Personal Information,” p.1), enter the applicant's basic information required for membership registration. After completing the input on this screen, click the blue 「次へ」 button at the bottom to move to the next page. As for the name of apartment/dormitory of your current address, if necessary for mailing, please write it down on the next screen.
- d) According to the “Remarks” at the beginning of the screen and short instructions at the input columns, enter required information on the 2nd & 3rd screens.
- e) The 3rd screen is the final page of your “Registration.” Decide and enter your own password (PW: 8 to 20 characters) here. Please do not forget the PW you set here, as you will need it when you access this application site later.
- f) The "Registration Completed" screen will appear, and a 9-digit ID number automatically assigned by the system will be displayed. Please do not forget your ID and password, which are required for future access to the site, and do not let others know them.

At this time, a unique "My Page" will be assigned, so please do not forget your own ID and password.

After clicking the blue “Login” button, sometimes Japanese-only message screen will appear. In that case, please click the gray 「戻る」 button on the screen and you can move to the initial login screen.

### (Filling in “Application Form” and submission)

- g) If you log in with your ID and PW from the login screen again, the following screen “My Page” will appear.

First, fill in the required information in the “Application Form” and submit it.

Click the 「回答」 button on (1) “Application Form” in the “Entry Box” on the left side of the screen. Since you will need to upload an ID photo of your face, it is recommended that you prepare a photo of yourself in advance (with a file extension of .jpg, .jpeg or .gif and no larger than 2MB).

- h) Follow the “Remarks” at the beginning to enter the required information and upload your face photo.

There is a 「時間延長」 (“time extension”) button right under the “Remarks,” and every time you click it, the input time is extended for 60 minutes.

Once all the inputs and uploading an ID photo are finished, click the blue button 「次へ」 (“Next”).

⇒ Confirmation screen appears. Then, after the checking,

⇒ Click the blue 「登録する」 (“Apply”) button at the bottom. If successfully submitted,

⇒ “Thank you” message screen will appear. Then, click the gray 「戻る」 button.

⇒ You will return to the “My Page.”

### (Preparation of “Letter of Recommendation”)

- i) Please refer to the "Letter of Recommendation" message in the "Message Box" under "Entry Box" on the left side of "My Page" and download the Excel file of the recommendation form.

### (Request and submission of “Letter of Recommendation”)

- j) After carefully reading the note "To the recommender" on the recommendation form, hand the Excel file of the "Recommendation" to the recommender and ask to fill it out.

① If you receive a PDF file after filling it out by the recommender, please upload it by clicking the 「回答」 button in the 「(2) 推薦書／Letter of Recommendation」 section of "Entry Box" on "My Page."

② If the recommender directly sends the completed “Letter of Recommendation” to the Secretarial Office for the Managing Committee of The Kubota Fund, step ① above is not required.

**(Uploading “Certificate of Enrollment/Transcript/Letter of Admission”)**

- k) If you are currently enrolled in a Japanese educational, research or training institution, please submit a copy (PDF) of your “Certificate of Enrollment,” issued by your affiliated institution, by clicking the「回答」("Answer") button at the「(3) 在学証明書／Certificate of enrollment (upload)」column of the "Entry Box" for uploading.
- l) Students are required to submit a copy (PDF) of their latest academic Transcript (those who graduate from a technical college or high school as of March 2024 do not need to submit). Please click the「回答」button at the「(4) 成績証明書／Transcript (Upload)」column of the "Entry Box" for uploading.
- m) Applicants who have not yet registered with a Japanese educational/research/training institution at the time of application for the Kubota Fund grant must submit a copy (PDF) of “Letter of Admission,” as a substitute for a “Certificate of Enrollment,” issued by the institution they will be enrolled in after 01 April 2024. Please click the「回答」button at the「(5) 合格通知／Letter of Admission (Upload)」column of the "Entry Box" for uploading.

(2) Deadline of application

Tuesday, 16 January 2024 (JST) (Applications will be closed at midnight on January 17<sup>th</sup>.)

(3) Selection

The Managing Committee will make the final decision on the candidates who are selected and recommended by the Selection Committee based on the survey of submitted materials.

(4) Notification of results

[Selected]

By the end of March 2024, notification will be sent by (1) e-mail to the applicant and (2) by postal mail to the person who recommended the applicant at the educational institution, research institute, or training institute to which the applicant belongs.

[Failed]

By the end of March 2024, applicants will be notified of the results by e-mail and “My Page.”

**5. Payment of grant**

- (1) The half-year portion from April to September 2024 will be paid in July, and the half-year portion from October to March of the following year will be paid in January 2025. If the grant payment starts in the middle of the fiscal year, however, it will be calculated on a monthly basis and will be paid in the regular payment month after the time of the calculation.
- (2) Scholarship payments will be made by bank transfer to a bank account designated by the recipient.
- (3) The period of payment shall be within the term of the grantee's Stay Permit.

**6. Suspension of scholarship payment**

If you lose your eligibility of grantee, the scholarship payment will be suspended.

In addition, if the application documents are found to be false, the full amount of the scholarship must be refunded even if the grant has already been spent.

**7. Progress report on research/training**

Grantees shall report to the Secretarial Office on the progress of their research or training every six months during the period of the grant.

**8. Contact**

For inquiries regarding this Application Guidelines, please contact the Secretarial Office for the Managing Committee of The Kubota Fund below by e-mail or in writing. After the application deadline, no questions regarding the selection will be accepted until the announcement of the results. Thank you for your understanding.

Managing Committee of The Kubota Fund

c/o Corporate Management Headquarters, Nippon Koei Business Partners Co., Ltd.

5-4 Kojimachi, Chiyoda-ku

Tokyo, JAPAN 102-8539

E-mail: [kubota-fund@bx.n-koei.co.jp](mailto:kubota-fund@bx.n-koei.co.jp)

## 9. FAQ

Q1: Should application be done personally or made by each affiliated institution?

A1: Applications should be made on an individual basis. However, if your organization has a policy of submitting applications all at once, please follow that policy. Please check with the relevant department, such as the International Student Affairs Office, regarding this matter.

Q2: At this time (at the time of application), I do not have a “Letter of Admission.” What should I do now?

A2: There is no problem as long as you send the “Letter of Admission” to the Managing Committee via e-mail ( [kubota-fund@bx.n-koei.co.jp](mailto:kubota-fund@bx.n-koei.co.jp) ) as soon as you receive it.

Q3: Does it matter whether the recommender is affiliated with an institution in Japan or overseas?

A3: In principle, we ask that you submit a “Letter of Recommendation” from your recommender in Japan. However, only if there is no instructor/advisor in Japan who knows the applicant well, it is possible to submit a “Letter of Recommendation” from a recommender in your home country.

*This “Application Guidelines for Scholarship Grant” is subject to the terms and conditions stated in the Japanese guidelines of The Kubota Fund.*

## Q&A

Q.1 How can I apply for this fund?

A.1 As a general rule, please apply as an individual. However, if your affiliated institution plans to centrally submit applications for this fund grant, please follow the instructions of your institution.

Q.2 I don't have a Letter of Admission. What should I do?

A.2 Please send us e-mail (attached with Letter of Admission) when you get a Letter of Admission.  
E-mail address: [kubota-fund@bx.n-koei.co.jp](mailto:kubota-fund@bx.n-koei.co.jp)

Q.3 Is it okay if the recommender belongs to either in Japan or the other country?

A.3 As a general rule, please submit a letter of recommendation from your Japanese instructor. However, only if there is no instructor in Japan who knows you well, it is possible to submit a letter of recommendation from an instructor in your home country.