



The Hiroshima JET Scholarship Fund

Information Packet for ALTs and JTEs 2023-2024

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LETTER TO HIROSHIMA ALTS

July 1st, 2023

hiro.scholarship@gmail.com

Greetings Hiroshima ALTs!

We are excited to introduce the Hiroshima JET Scholarship Fund (HJSF)! Our mission is to financially support students in Hiroshima Prefecture who dream of studying English overseas someday. Due to the risks and restrictions on travel caused by the COVID-19 pandemic for the last few years, HJSF adapted to the situation and implemented our *Pandemic Plan*. In the *Pandemic Plan* three students could win three small cash awards of ¥50,000, ¥30,000 and ¥20,000 to use freely towards their English education.

Today, HJSF is pleased to announce that we will be returning to our *ORIGINAL MISSION* of financially supporting students dreaming to **study abroad!**

HJSF will award one exceptional student with a **¥250,000** scholarship for the express purpose of travelling abroad and experiencing life in an English-speaking country firsthand.

This packet contains everything you need to know in order to give your students the opportunity to apply for our scholarship! So, 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.

Thank you,

The Hiroshima JET Scholarship Fund Committee

ABOUT THE SCHOLARSHIP

The Hiroshima JET Scholarship Fund Committee is a group of independent volunteers comprised of 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



ROLE OF THE ALT

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 cap 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 we need you to do:

1. Promote

See page 6.

2. Assist

Encourage students to challenge themselves and apply for the scholarship!

Familiarize yourself with the process so that 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 alright 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. This is their application, not yours.

3. Prepare

After the application process is complete, the applicants will be notified of when 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

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 2023–2024 scholarship:

1. **Read up on the scholarship**, so that when you introduce it to your JTEs and students, you are ready to answer their questions. This is the first step to successfully promoting the scholarship. Check out our awesome 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 support.
3. **Display our promotional poster**. 2 or 3 posters are included in the information mail out 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 as an aid at <https://www.hjsfund.org/for-teachers>! In this presentation, you don't need to overwhelm students with details. 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/application-information>, so students do have the option to print from home. Or print as many as you think you will need and distribute them to interested students.

Timing

In order to allow students enough time to prepare their applications and receive their ALTs' and JTEs' support, we suggest having the posters up and all your scholarship presentations finished either *before or right 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

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

1. **ALT Student Evaluation Form** * *Optional for student**

Form C1 in Application Packet

Note: The student can ask his or her ALT to complete this optional form. If you are asked to complete this form, you must sign the form, photocopy it, and seal both copies 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 (or whomever is their English mentor) with understanding the student evaluation forms B1 and B2. (Once again, the content should be written in the JTE's own words and not yours.)

PREPARE

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 interviews 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

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 to use! :

1. Ask to put up more posters
2. Collaborate with your JTE's to share the information
3. Spend a few minutes after class to talk and engage with students
4. Encourage any club groups you may be a part of to consider the opportunity!

Get the word out there! 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:

- Introduce the scholarship to your supervisor, head English teacher, and school staff. Share 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, 2023)**
- Work with students to prepare for their interviews!
- Wow! You prepared so well, your students did great! Congratulate them on trying their best!

がんばりましょう！

ROLE OF THE JTE

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 possibilities are endless! 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, photocopy it, and seal both copies 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**

There's nothing wrong with a second set of eyes 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, 2023**.

4. **Preparing for the Interview**

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

Note:

If students are mentored in English by other teachers that are not specifically Japanese Teachers of English (JTE), students may use them as their source for their student evaluation. Please use your discretion to determine if they are persons qualified to give an accurate and balanced student evaluation.

ROLE OF THE STUDENT

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, at 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 / teacher to sponsor them and ask for ALT support

- *Student Evaluation Form (B1 & B2)* – completed by teacher
 - The student must ask a Japanese Teacher of English (JTE) to fill out this form in English. The JTE must then sign the form, photocopy it, and seal both copies 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***
 - The student can also ask his or her ALT to complete this form. If the ALT is asked to complete this form, they must sign, copy, 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.
 - 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.
 - 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.
 - Students may receive help from their parents, guardians, JTEs and ALTs on finding a program. Please also check A5 for some exchange programs that we have found.

4. Submit the Application

- Two Copies of the Application Form
 - The student must photocopy their entire completed application (**A1 – A2**) and submit both copies in the same envelope.
- Submitting the Application Form
 - Postmarked before or by **October 31st, 2023**.
 - Students are responsible for submitting 2 copies of 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
 - 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 on their study abroad program!

RESOURCES

For any more information, please visit <https://www.hjsfund.org/>.

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

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*).
- Two copies of the entire completed application (A1-A2).
- Put all documents into one A4-sized envelope.

Submit all documents, by mail, postmarked by October 31st, 2023 to the following address:

〒723-0017

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

令和5年7月1日

「広島県 JET 海外留学奨学基金」について

関係学校校長 様

平素よりお世話になっております。広島県 JET 海外留学奨学基金或いは「Hiroshima JET Scholarship Fund (HJSF)」の運営委員会からのお知らせです。この度、海外留学で英語を勉強したいという夢を持つ広島県内の中高生を支援するため、「広島県 JET 海外留学奨学基金」を設立いたしました。この活動で、JET プログラムの ALT (外国語指導助手) が在籍している広島県内にある学校の生徒が、自身の希望する留学プログラムに参加するため、25 万円の奨学金が支給されます。この数年間、コロナウイルスの影響で、多くの生徒は海外留学をすることが不可能となりましたが、HJSF は 2021 年に生徒たちの英語学習の継続を促進するため、「パンデミックプラン」の実施を決定しました。このプランでは、生徒の 3 人は選ばれ、次の賞を与えられました。

1 位：5 万円

2 位：3 万円

3 位：2 万円

そして今年の 7 月 2023 年により、HJSF は改めて元の目標に戻り、海外留学したいという夢を持っている生徒を支援することとなりました。

HJSF は、広島県内 JET プログラム参加者のコミュニティの有志によって組織、運営されている私設ボランティア・プロジェクトであり、広島県教育委員会及び他のいかなる教育委員会との繋がりがありません。また、奨学金は賞金であり、ローンではありません。そのため、合格者は奨学金を返済する必要はありません。

卒、趣旨をご理解の上、関係者にご案内していただき、貴校から多数の生徒様ご推薦賜りますようお願い申し上げます。

詳細については、HJSFund.org のウェブサイトをご覧ください。もしくは、hiro.scholarship@gmail.com までメールをお送りください。

改めて、関係者のご理解とご支援に感謝いたします。

お手数をおかけしますが、どうぞよろしく願いいたします。

広島県 JET 海外留学奨学基金運営委員会

July 1st, 2023

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.

Due to the COVID-19 pandemic students lost the opportunity to travel internationally. In 2021 HJSF decided to implement the Pandemic Plan in order to encourage students to continue their English studies. In this plan, students applied to win one of three prizes, 1st place for ¥50,000, 2nd place for ¥30,000, and 3rd place and for ¥20,000.

Starting July 2023, we are pleased to announce that HJSF will return to our original mission of supporting students who dream of studying abroad!

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, please visit us at our website, HJSFund.org. or please email us at hiro.scholarship@gmail.com.

Thank you for your understanding and support,

The Hiroshima JET Scholarship Fund Committee

令和5年7月1日

関係学校教師 様

平素よりお世話になっております。広島県 JET 海外留学奨学基金或いは「Hiroshima JET Scholarship Fund (HJSF)」の運営委員会からのお知らせです。HJSF では、海外留学で英語を勉強したいという夢を持つ広島県内の中高生を支援をしています。そのため、JET プログラムの ALT (外国語指導助手) が在籍している広島県内にある学校の生徒が選ばれ、自身の希望する留学プログラムに参加するため、25 万円の奨学金が支給されるというプロジェクトを設立しました。

この数年間、コロナウイルスの影響で、多くの生徒は海外留学をすることが不可能となりましたが、HJSF は 2021 年に生徒たちの英語学習の継続を促進するため、「パンデミックプラン」の実施を決定しました。このプランでは、生徒の 3 人は選ばれ、次の賞を与えられました。

1 位：5 万円

2 位：3 万円

3 位：2 万円

そして今年により、HJSF は改めて元の目標に戻り、海外留学したいという夢を持っている広島県内の熱意と決意にあふれている勤勉な生徒 1 名を支援するため、奨学金を授与することとなりました。この機会の対象は、中学校 2～3 年生や高校 1～2 年生です。また、選ばれた生徒には奨学金 25 万円が授与され、自身の希望する留学プログラムの費用として使用されるような資金となります。

HJSF は、広島県内 JET プログラム参加者のコミュニティの有志によって組織、運営されている私設ボランティア・プロジェクトであり、広島県教育委員会及び他のいかなる教育委員会との繋がりがありません。また、奨学金は賞金であり、ローンではありません。そのため、合格者は奨学金を返済する必要はありません。

関係学校教師様、この奨学金を広めることだけでなく、生徒たちにこの機会に関心を高めることのためにも、皆様のご協力をお願い申し上げます。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。また、より多くの学生がこの奨学金について聞けば聞くほど、将来より多くの学生を支援し、拡大する可能性が高まりますでしょう。

申請書は全て、令和 5 年 10 月 31 日の消印のあるまで有効としますので、郵送でお送りください。また、奨学金に関するご質問やコメントなどがある場合、ALT にお尋ねください。

お手数をおかけしますが、どうぞよろしく願いいたします。

広島県 JET 海外留学奨学基金運営委員会

July 1st, 2023

Dear JTE,

Please read this letter to find out how you can help your students achieve their dream of studying abroad!

We are pleased to announce that beginning this July 2023, the Hiroshima JET Scholarship Fund (HJSF) will be opening our scholarship application. Due to the COVID-19 pandemic, students have not been able to travel freely for years. During that time HJSF implemented the Pandemic Plan, awarding students three smaller prizes of ¥50,000, ¥30,000 and ¥20,000 to encourage them to continue their English studies.

Now, HJSF is happy to announce that starting this year, we will be returning to our original mission of supporting one student in their study abroad dreams. HJSF awards a scholarship to one passionate, determined and hard-working student in Hiroshima Prefecture who dreams of studying English 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 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.

JTEs, we need your help to not only promote this scholarship, but to also generate interest among your students. This is a fantastic opportunity and the successful student will benefit culturally, intellectually and personally from this experience. Also, the more students hear about this scholarship, the more likely we will expand and help more students in the future.

Applications must be sent by mail and postmarked on or before October 31st, 2023. 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