



The Hiroshima JET Scholarship Fund

Information Packet for ALTs and JTEs 2022-2023

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LETTER TO HIROSHIMA ALTS

July 1st, 2022

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

Due to the current risks and restrictions associated with travelling abroad, the HJSF has implemented our *Pandemic Plan* for the 2022–2023 Application period. The *Pandemic Plan* adapts three critical areas of the HJSF scholarship: the award amount, the number of chosen candidates, and the approved uses for awards earned.

- ***Award Amount*** – Students can win one of three prizes:

1st place : 50,000 yen

2nd place : 30,000 yen

3rd place : 20,000 yen

- ***# of Candidates Chosen*** – Before the Pandemic Plan we had only one winner; but now we have three!
- ***Approved Uses*** – If a student wins a scholarship, they are able to use the funds for any English-related programs, extracurriculars, or materials. For example: conversation school classes, electronic dictionaries, digital dictionary apps, English learning textbooks, future study abroad, etc.

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

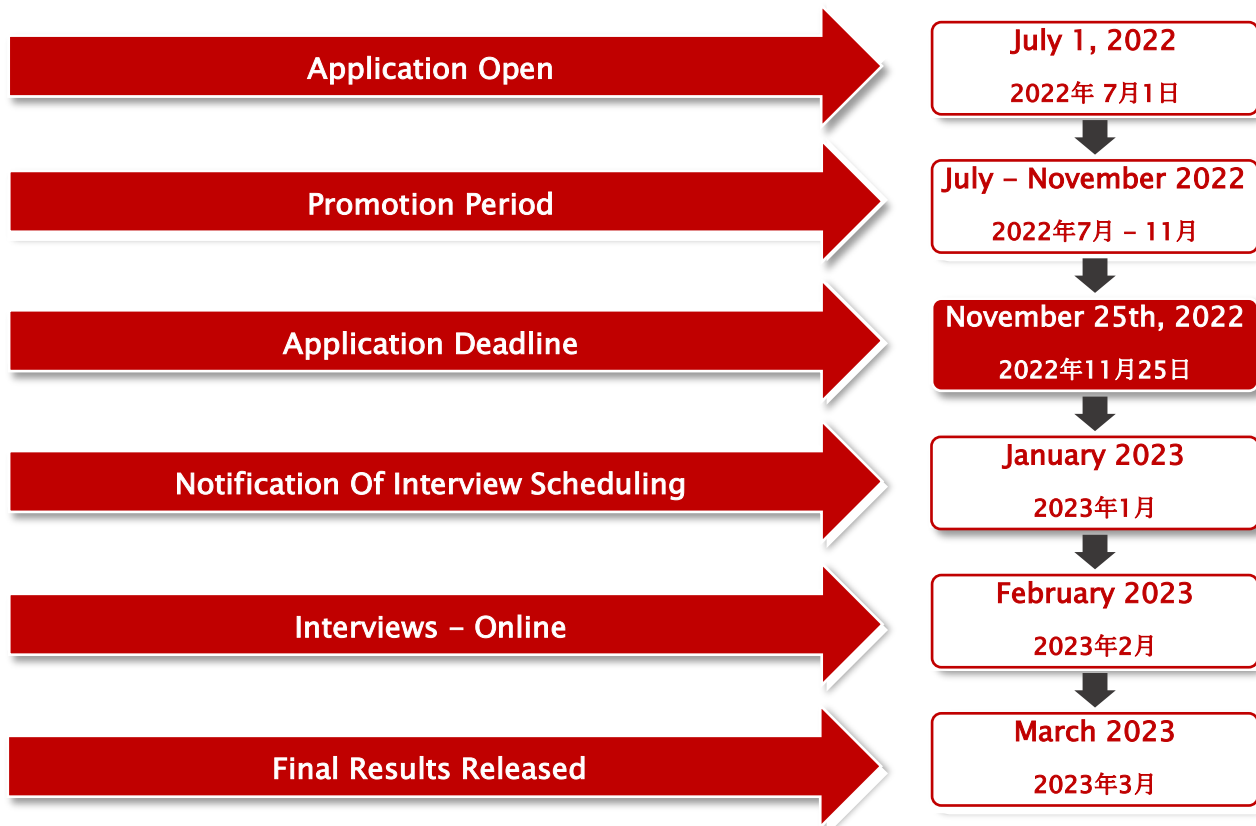
ABOUT THE SCHOLARSHIP

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 scholarships 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, 2nd or 3rd 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/extracurriculars/materials and/or 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 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 2022–2023 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/scholarship-recipient>
2. **Talk to your JTEs and Supervisor** and share with them the “Letter to JTEs, etc.” (page 13) and the application packet. 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! 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 during the Promotion period, ALTs may also assist students as they prepare their applications. If asked for help, ALTs have the chance to assist students in three different 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.

2. **Editing their 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.)

3. **Highlighting English Resources**

As students may highlight their English-related activities/resources in their applications or interviews, you can help guide them on what resources they use or what educational opportunities they may have in the future. I.e., conversation school classes, electronic dictionaries, digital dictionary apps, English learning textbooks, future study abroad, etc.

Note: It is recommended that students are a part of some kind of English program, extracurricular, cultural exchange group; or that they are planning to utilize the scholarship to further their English learning. Ultimately, students are responsible for finding, participating in and/or using the English-related resources they reference in their applications.

PREPARE

Students will be notified of the available interview time slots, once the HJSF committee finishes the application review process (January 2023).

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 online (February 2023). For the interview it is advised that students have:

- a computer equipped with a microphone and video camera
- internet connection
- headphones prepared (just in case)
- business professional clothing (their school uniform is appropriate)



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 November 25th, 2022)**
- 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 their 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 **Nov. 25th, 2022**.

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 – 3rd 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.
- Student should show a 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.
- *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.

3. Fill out the Application

- *Student 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.

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 **November 25th, 2022**.
 - Students are responsible for submitting 2 copies of all application materials in one envelope to the following address:

Aya Goto-Hirsig (HJSF Committee)
730-0011 Hiroshima-ken, Hiroshima-shi
Naka-ku, Moto-machi 10-52

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.
- Create an ideal Interview Space
 - Computer equipped with microphone, video camera, internet access.
 - A quiet space free of distraction or interruptions, headphones
 - Business professional clothing (School Uniforms are appropriate)

6. Post-Award

- It is possible that we will ask the scholarship recipients to, in addition to submitting a report, help in some PR for HJSF in the following season.

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.

- I. Hiroshima JET Scholarship Fund Application Form (*completed by student*).
- II. Student Evaluation Form, signed and sealed, (*completed by teacher*).
- III. *Optional* ALT Student Evaluation Form, signed and sealed, (*completed by ALT*).
- IV. Two copies of the entire completed application (A1–A2).
- V. Put all documents into one A4-sized envelope.

Submit all documents, by mail, postmarked by November 25, 2022 to the following address:

Aya Goto-Hirsig (HJSF Committee)
730-0011 Hiroshima-ken, Hiroshima-shi
Naka-ku, Moto-machi 10-52