

ALLEX Study Abroad Scholarship Program

Application Guidelines

WHAT TO SUBMIT:

1. Application Form:
 - Please fill out the form by hand. We do not accept typed applications.
 - Provide your answers in your native language where it's marked as (J/C/K). Provide your answers in English where it's marked as (ENG). Provide your answers in your native language AND English where it's marked as (J/C/K&ENG).
 - English Nickname: This is optional.
 - Test Scores and GPA: Provide (1) your GPA and (2) your English score or the date you are taking TOEFL or IELTS.
 - Work Experience & Teaching Experience: List in chronological order part-time and short-term experiences as well as full-time and long-term experiences.
 - Face Photo: Post a picture that meets the requirements written on the application form.
2. Essay in English:
 - Essay should be typed.
 - Length should be 500 words maximum.
 - As for the topics of the essay, please refer to the second page of application form.
3. TOEFL or IELTS:
 - If you have taken TOEFL or IELTS, submit your score report.
 - If you have not taken TOEFL nor IELTS, register for one of the tests and submit a proof of registration.
4. GRE: GRE is NOT required this year. If you have taken GRE, please submit your score report.
5. Academic transcripts:
 - A copy of your transcript(s) must be included when you submit your application.
 - If you do not have an English copy of your transcript(s), you may first submit your transcript(s) in your native language. You must then submit the English transcript(s) with three weeks.
 - You must submit transcripts from ALL the universities you attended. This includes undergraduate and graduate study, universities in your country and abroad, and universities where you studied on visiting or exchange student status. If you do not have your exchange student transcripts at the time you submit your application to ALLEX, you must submit the file with three weeks.
 - Please scan both the front and back of each page of the transcripts. ALLEX must have a copy of the back page of the transcripts in order to understand the grading system.
6. GPA:
 - You must write your GPA on the application form using the U.S. 4.0 scale.
 - If your university uses a non-U.S. GPA scale, such as the Japanese 4.0 system, you must convert your GPA to the U.S. system before writing it on the application form. To convert your GPA to the U.S. scale, you must first determine what scale your university uses. If your university grading system includes "AA" or "S", it is using the Japanese 4.0 system. Go to the recommended calculator below, select Japan, and calculate your GPA. The calculator will automatically convert your GPA to the U.S. system. If your university does not use "AA" or "S", and indicates "A"=90-100, "B"=80-90, etc., then your university is using the U.S. 4.0 system and a conversion is not necessary.

- Recommended calculator: <https://www.scholaro.com/gpa-calculator/>.
- We also encourage students to consider ordering a professional course-by-course GPA conversion report from World Education Services (<http://www.WES.org>).

HOW TO SUBMIT:

- Scan the application documents listed above, create one file in PDF format, and email it to apply@allex.org.
- Do not email multiple files.
- Do not email a file in any other format such as JPEG and PNG. We only accept PDF format.

Print clearly. (J/C/K) = Write in Japanese, Chinese or Korean; (ENG) = Write in English.

ALLEX FOUNDATION APPLICATION

FACE PHOTO

- Passport size (4.5cm x 3.5cm)
- Headshot (above shoulders)
- Color or B/W
- No hats nor graduation uniform
- Taken within 3 months
- **Please smile!**

Full Name ^(J/C/K)		
Family Name ^(ENG)	Given Name ^(ENG)	English Nickname ^(ENG, if any)
Birthdate (mm/dd/yy)	City, State/Prefecture & Country of Birth ^{(as written on passport) (J/C/K)}	Age
<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Married <input type="checkbox"/> Single
Country Citizenship ^(ENG)	Email	
Current Address ^(ENG)	<input type="checkbox"/> Phone <input type="checkbox"/> Mobile Email <input type="checkbox"/> Skype ID <input type="checkbox"/> LINE/WeChat ID	
Current Address ^(J/C/K)		
Emergency Contact Name ^(J/C/K & ENG)	Relationship ^(ENG)	<input type="checkbox"/> Phone <input type="checkbox"/> Email
Emergency Contact Address ^(J/C/K & ENG)		

ALLEX Program

Rank your choices in the boxes below. Most interested=1, Second choice=2, etc.; If you are not interested leave box blank.

<input type="checkbox"/> Master's Teaching Associate Program (Two Years)	<input type="checkbox"/> Bachelor's Teaching Associate Program (Two Years)	<input type="checkbox"/> Fellow (Non-Degree) Teaching Fellow Program (One Year)
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What is your desired field of study? Rank your choices. Leave blank if Non-Degree. (Example: Education, Communication, Linguistics, etc.)

① ^(ENG)	② ^(ENG)	③ ^(ENG)
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Test Scores and GPA (Grade Point Average)

You must include your GPA and TOEFL test date below. The following scores are not required at this time. However, please submit any of the following scores if you have them. Candidates that pass Stage One must submit final TOEFL scores (and GRE score if pursuing a Master's degree) by interview.

GPA	TOEFL	IELTS	GRE	TOEIC / GMAT / OTHER
	Score	Score	Score	Test Name/Score
			V/ M/ A/	
<input type="checkbox"/> Calculated Myself <input type="checkbox"/> Calculated by University	Date took or will take test	Date took or will take test	Date took or will take test	Date took or will take test

Education

University/College	Degree (e.g. BA, MA)	Major	Dates Attended
① ^(ENG)			From mm/yy - Until mm/yy
① ^(J/C/K)			
② ^(ENG)			From mm/yy - Until mm/yy
② ^(J/C/K)			
③ ^(ENG)			From mm/yy - Until mm/yy
③ ^(J/C/K)			

Current Occupation

Employer	Job Description	Dates Employed
^(ENG)		From mm/yy
^(J/C/K)		

Prior Work Experience (include part-time work and internship)

Employer	Job Description	Dates Employed
① ^(ENG)		From mm/yy - Until mm/yy
① ^(J/C/K)		
② ^(ENG)		From mm/yy - Until mm/yy
② ^(J/C/K)		
③ ^(ENG)		From mm/yy - Until mm/yy
③ ^(J/C/K)		

Teaching/Presentation Experience (include short term practice teaching, volunteer teaching, tutoring, presentations, etc.)

Organization	Job Description	Date
① (ENG)		From mm/yy - Until mm/yy
① (J/C/K)		
② (ENG)		From mm/yy - Until mm/yy
② (J/C/K)		
③ (ENG)		From mm/yy - Until mm/yy
③ (J/C/K)		

Licenses and Training Certificates

Name of Certificate	Issuing Agency	Date Obtained
① (ENG)		mm/yy
① (J/C/K)		
② (ENG)		mm/yy
② (J/C/K)		

Experience Abroad (include study abroad, short term trips, vacations, etc.)

Country and City	Purpose of Trip	Dates
① (ENG)		From mm/yy - Until mm/yy
② (ENG)		
③ (ENG)		

Have you ever studied on a J-1 visa in America? Yes No If yes, please list the dates: (From mm/yy - Until mm/yy)

Family

Name	Relation	Occupation	Company Name	Age	Check if Accompanying You to America
① (ENG)					<input type="checkbox"/>
② (ENG)					<input type="checkbox"/>
③ (ENG)					<input type="checkbox"/>
④ (ENG)					<input type="checkbox"/>

Hobbies and Interests

(ENG)

Have you applied for ALLEX before?

Yes No If yes, please list in which year you applied:

Where did you learn about ALLEX?

Google Yahoo! アルク 留学ジャーナル Professor (Name & School: _____)
 Friend Oh!Study Poster (Location: _____) Other (_____)

Please submit the following essay.

On a separate piece of paper please write a 500-word essay in English explaining (1) why you are interested in this program and (2) how this program fits into your career plans. The essay must be typed.

Certification

Please sign the following statement.

I certify that the information contained in this application, the essay, and other supporting document is complete and accurate.

Signature: _____ Date: _____