

Instructions for Australia – Japan Society in Far North Queensland Scholarship Program Application Form (2017 - 18)

Read all instructions on each page carefully before completing the application. Use the checklist on the inside back cover to ensure that you have completed all sections and obtained all necessary signatures.

If you are accepted as an AJS scholarship student, this application will be sent to your host sister city in Japan and will serve as your introduction to the people who are being asked to host you.

Components of Your Application - The Application Presentation will be judged

Your application consists of:

- All forms in this application x 2 sets
- Copy of your valid Australian Passport x 2 sets (No Australian Passport then please lodge the confirmation of your Citizenship or Permanent Residency x 2 sets)
- Copy of your school transcript / report x 2 sets

Filling Out Your Application

- Your application *must* be legible. **Typed or computer-generated** applications are strongly preferred. Answer all questions completely and as asked
- (*Do not* write “same,” “see above,” or “see page ___”). Enter your information directly onto the application unless directed otherwise. Make sure to use correct grammar and spelling.
- Wherever the application asks for your full legal name, enter your name exactly as it appears on your passport or birth certificate. On pages that have a box in the upper left-hand corner marked “Applicant Name,” enter your preferred form of your name. For example, an applicant whose full legal name is “Joseph David Smith” might enter *Joseph Smith* or *Joe Smith*

Making Photocopies and Signing Forms

You will need to **submit two complete sets (your original plus one photocopy)** of all application documents. (You may also wish to make an additional set for your own records.) Additional set must be good-quality photocopies. **All signatures on all sets must be signed in BLUE or BLACK ink.** To accomplish this:

1. Complete the application form, without a signature to any copy.
2. Make good-quality photocopies of the completed application papers.
3. Sign all places of the two sets yourself, then have your parents/legal guardians sign all sets also.
4. All attached photographs (two sets) must be **originals or good-quality color copies.**

Questions?

If you have any questions about completing this application, check with Australia – Japan Society in Far North Queensland Inc. **Student Coordinator via Email to scholarship@ajsfnq.org.au** .Once you've completed your application, return them to **PO Box 2188 Cairns QLD 4870, Attention to Student Co-ordinator by Friday 28th July 2017**

Statement of Conduct for Working with Youth

Australia – Japan Society is committed to creating and maintaining the safest possible environment for all participants in Australia – Japan Society in Far North Queensland Inc. activities. It is the duty of all Australia – Japan Society in Far North Queensland Inc. Committee Members and host sister city council, host school and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

Applicant Name	
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Photograph Smile!!

Attach a recent, good-quality color photo of yourself (head and shoulders).

Original photos or color copies must accompany all two sets of the application.

Size: (5 x 6.5 cm)

Scholarship Program Personal Information

Before you begin your application, please read all instructions on the opposite page.

1, Applicant Information

Full Legal Name as it Appears on Passport or birth certificate (Use all capital letters for your FAMILY name)		Preferred Name	Gender
			<input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address - Street			
City	State	Postal code	Country
Postal Address (If Different) - Street			
City	State	Postal code	Country
Home Phone	Mobile Phone	Email	
Date of Birth (dd/mm/yyyy) & Age	Place of Birth (City, State & country)	Citizen (Country)	

2, Languages

Native Language:				
Non Native Language:	Years studied:	Proficiency (indicate Poor, Fair, Good or Fluent)		
		Speaking	Reading	Writing

3, Personal Background

4A: Do you have any dietary restriction	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, please explain: (e.g., vegetarian, food allergies)
4B: Do you smoke?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
4C: Do you drink alcohol?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
4D: Have you ever been involved with illegal drugs?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Answering yes will not automatically eliminate you as a candidate; however, it may require special consideration if assigned to a host family

Applicant Name	
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4, Parent / Legal Guardian Information

Full Name of Father or Legal Guardian		Preferred Name	Gender
			<input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address - Street			
City	State	Postal code	Country
Home Phone	Mobile Phone	Email	
Date of Birth (dd/mm/yyyy)	Place of Birth (City, State & country)		Citizen (Country)
Occupation / Name of company		Business Phone	Business Fax

Full Name of Mother or Legal Guardian		Preferred Name	Gender
			<input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address - Street			
City	State	Postal code	Country
Home Phone	Mobile Phone	Email	
Date of Birth (dd/mm/yyyy)	Place of Birth (City, State & country)		Citizen (Country)
Occupation / Name of company		Business Phone	Business Fax

Check here if your parents are divorced or separated. Authorizations should be obtained from all parents/legal guardians and others who have legal rights to decisions affecting the student's participation. Parent/legal guardian to contact first in the event of an emergency:

5, Brother / Sister Information

Name	Gender	Age	Occupation	Living at Home
	<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/> YES <input type="checkbox"/> NO

Applicant Name	
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6, School Information

Name of Secondary School you currently attend		Attach a transcript of secondary school courses you have completed and the grades you received in the last completed year of school. The transcript must be in English.	
School Postal Address			
City	State	Postal code	Country
Phone	Fax	Email	
Number of grades/levels at your school		Which year you will finish secondary school	Years of school attended
Year 9 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/>			

7, Japanese teacher's Information

Teacher's Name		TITLE	
POSTAL Address - Street			
City	State	Postal code	Country
Home Phone (OPTIONAL)	Mobile Phone	Business Phone	
Email Address			

8, ALTERNATE EMERGENCY CONTACT

Name		Relationship	
Home Address - Street			
Home Phone	Mobile Phone	Business Phone	
Email Address			

Name		Relationship	
Home Address - Street			
Home Phone	Mobile Phone	Business Phone	
Email Address			

Applicant Name	
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Scholarship Program - Letter & Photos

Student's Letter - English

Write a letter introducing yourself to your future host sister city and, if applicable, host families. Keep in mind that this will be their first impression of you. Incorporate your answers to the following questions, providing as much detail as possible.

Specifications: Type your letter on a separate sheet (or sheets) of paper, and include your name on each. Attach your letter to this page. **Font Arial Size 12 - Maximum length: 3 pages.**

1. What do you do when you have free time?
2. What do you do at your school? (How many subjects do you take? What are they? How long are the classes? What is your daily schedule during the school year? Start with when you wake-up and discuss only one typical day's schedule.) Are you able to choose courses at your school? If so, which courses did you choose, and why?
3. What are your school interests and activities? What leadership positions have you held?
4. How would you describe your home? (Do you have your own room, or do you share your room with others? Where in your house do you study? How far is your home from your school? Do you drive, ride a bus, or walk to school?)
5. What are the occupations of your mother and father? (What product or service does each make or perform? What is her/his position or title?)
6. How would you describe your community? (Is it in or near a major city? What is the population? Industry? Economy?)
7. What are your interests and accomplishments? (Are you interested in art, literature, music, sports, and other activities? How did you become interested in the activity? How long have you been interested? How much time do you devote to the activity?)
8. What trips have you taken outside your country? Why did you take these trips, with whom, for how long?
9. What things do you dislike? (Do you dislike certain foods, animals, treatment by other people, etc.?)
10. What do you feel are your strong, and weak, characteristics?
11. What are your plans and ambitions for your education and career? Why?
12. What do you specifically hope to accomplish as an exchange student, both during your exchange and when you return?

Parent's / Legal Guardian's Letter - English

Write a letter to your child's host sister city and, if applicable, host families, incorporating your answers to the following questions.

Specifications: Type your letter on a separate sheet (or sheets) of paper, and include your child's name on each. Attach your letter to this page. **Font Arial Size 12 - Maximum length: 2 pages.**

1. How is your child's relationship with you and your family? with his/her friends?
2. How does your child react to disagreement, discipline, and frustration?
3. How does your child handle challenging or difficult situations?
4. What amount of independence do you give to your child? What is your child's level of maturity?
5. What makes you proud of your child?
6. Why do you want your child to be an exchange student?

Student's Photos

Select a color photograph, 2 sets for each topic below, and send them with this application forms. (do not staple). Include brief captions, if necessary.

- Photo of you with Member of your immediate family (Family Photos)
- Photo of you participating in your favorite hobby or activity
- Photo of you with your friend, pet, musical instrument...etc
- Photo of you with your house or building where you live

Applicant Name	
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Scholarship Program Guarantee Form

Full Legal Name as it Appears on Passport or birth certificate (Use all capital letters for your FAMILY name)			Gender
			<input type="checkbox"/> M <input type="checkbox"/> F
Home Address - Street			
City	State	Postal code	Country
Postal Address (If Different) – Street			
City	State	Postal code	Country
Home Phone	Mobile Phone	Email	
Date of Birth	Place of Birth (City, State & country)	Citizen (Country)	
Sponsor	Host	Arrival Airport in Host Country	
AJS in Far North QLD	Sister City (Oyama or Minami) Japan	TBA – AJS to organise	

(A) APPLICANT GUARANTEE (Please tick if you read and understand)

I, the applicant named above, agree to do the following:

1. abide by the rules and decisions of the program, accepting advice and supervision of my hosts
2. attend all orientations and trainings offered by Sponsor and Host
3. Not request permission to stay in my host country, and return home after completion of my stay.
4. **Commitment to assist the AJS FNQ after completion of the program. For example: reporting back on your experiences, attend meetings, assist social events, help with fundraising and promote the scholarship program.**

(B) PARENT/LEGAL GUARDIAN GUARANTEE (Please tick if you read and understand)

We, the parents/legal guardians of the above named applicant, agree to do the following:

1. Pay a **Student Contribution fee of AUS \$600.00 to AJS**
2. Pay all costs of passport, health and accident insurance
3. Supply all student spending money
4. Pay for clothing for the applicant's welfare and any uniforms may have required. (please consider the cooler climate)
5. Attend orientation meetings;
6. Abide by program rules.

The Undersigned **APPLICANT** and **PARENTS/GUARDIANS** hereby agree to the Applicant's and Parents'/Guardians' Guarantee (A and B) and that the applicant is permitted to travel to the host sister city.

Signed (Applicant)		Date (e.g., dd/mm/yyyy)	
Signed (Father/Guardian)	Date (e.g., dd/mm/yyyy)	Home Phone	Email
Signed (Mother/Guardian)	Date (e.g., dd/mm/yyyy)	Home Phone	Email
Witness (JP)	Date (e.g., dd/mm/yyyy)	Home Phone	Email

Applicant Name	
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Office Use Only

<p>(C) SENDING AJS ENDORSEMENT</p> <p>The Australia – Japan Society in Far North Queensland Inc., having interviewed the applicant and his/her parents/legal guardians and reviewed the student’s application, hereby endorse the student as qualified for AJS Scholarship Program and recommend to host sister city the acceptance of this student. AJS agrees to provide adequate orientation to the student and parents before the student’s departure.</p>		Sponsor	
		Australia – Japan Society in Far North Queensland	
		President of AJS	Signature
		Jeff Haynes	
		Mobile	Date: (dd/mm/yyyy)
		Email	
		president@ajsfng.org.au	
		Vice President of AJS	Signature
		Barry Struber	
Mobile	Date: (dd/mm/yyyy)		
Email			
vicepresident@ajsfng.org.au			
Coordinator of AJS	Signature		Signature
Mobile	Date: (dd/mm/yyyy)	Mobile	Date: (dd/mm/yyyy)
Email		Email	

<p>(D) HOST SISTER CITY GUARANTEE</p> <p>The Host Sister City, _____ Agree to provide room and board in approved homes, invite the applicant to participate in host sister city events and activities typical of our country, and provide guidance and supervision to assure the applicant’s welfare. Host sister city agrees to ensure adequate training for host parents, if applicable, and scholarship student volunteers and orientation for the student upon his/her arrival.</p>		Host	
		Sister City:	
		Mayor of Sister City	Signature
		Mobile	Date: (dd/mm/yyyy)
		Email	
		Board of Education	Signature
Mobile	Date: (dd/mm/yyyy)		
Email			
Principal of School	Signature	Treasurer of Sister City	Signature
Mobile	Date: (dd/mm/yyyy)	Mobile	Date: (dd/mm/yyyy)
Email		Email	

Applicant Name	
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Office Use Only
(E) HOST SISTER CITY COUNSELOR

Name		Address - Street	
City	State	Postal code	Country
Home Phone		Mobile Phone	Fax
Email Address			

(E) HOST FAMILY

Name		Address - Street	
City	State	Postal code	Country
Home Phone		Mobile Phone	Fax
Email Address			

Name		Address - Street	
City	State	Postal code	Country
Home Phone		Mobile Phone	Fax
Email Address			

Name		Address - Street	
City	State	Postal code	Country
Home Phone		Mobile Phone	Fax
Email Address			

Student:

Please submit this form with the rest of the completed application to Australia – Japan Society in Far North Queensland. Your information will be shared with Australia – Japan Society and Host Sister City. It will only be used for official business and not sold to or shared with third parties, unless required by law to be released.

Host Sister City:

Please mail completed Guarantee Form to the address below.

Student Co-ordinator
 Australia – Japan Society in Far North Queensland
 PO Box 2188 Cairns QLD 4870 Australia

Applicant Name

Scholarship Program Rules and Conditions of Scholarship Program

As a Scholarship Student sponsored by the Australia – Japan Society in Far North Queensland, you must agree to the following rules and conditions of our Scholarship Program.

(Please tick if you and your guardians read and understand)

Rules and Conditions of AJS Scholarship Program

1. You must obey the laws of the host country. If found guilty of violating any law, you can expect no assistance from your host, sponsors. **You must return home at your own expense as soon as released by authorities.**
2. You are not allowed to possess or use illegal drugs. Medicines prescribed to you by a physician are allowed.
3. The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If you are staying with a host family and are offered an alcoholic drink, it is permissible to accept it under their supervision in the home.
4. You may not operate a motorized vehicle or participate in driver education programs.
5. You will be under the host sister city authority while you are a Scholarship Program student and must abide by the rules and conditions of scholarship program provided by the host sister city. Parents or legal guardians must not authorise any extra activities directly to you. Any relatives you may have in the host country will have no authority over you while you are in the program.
6. If your program includes schooling, you must attend regularly and make an honest attempt to succeed.
7. If your program includes schooling in Japan, **Jewellery, Accessory, Make up, Nail Polish and Facial Piercing of any description are not permitted.**
8. If your program includes schooling in Japan, Drink & Food are not permitted in the classroom and lectures.
9. In the unlikely event of a situation, you must have basic travel insurance that provides medical and dental coverage for accidental injury and illness, death benefits (including repatriation of remains), disability / dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, flight cancellation expenses, and legal services, in amounts satisfactory to the host sister city in consultation with the sponsor Australia – Japan Society in Far North Queensland with coverage from the time of your departure from your home country until your return.
10. You should have sufficient financial support to assure your well-being during your scholarship program.
11. You must follow the travel rules of your host sister city. Travel is permitted with host parents or for Sister City event and functions authorised by the host sister city with proper adult chaperones. The host sister city or your parents / legal guardians must notify your scholarship coordinator by email, thus exempting Australia – Japan Society in Far North Queensland of responsibility and liability.
12. You must return home directly by a route mutually agreeable to your host sister city and your parents or legal guardians.

Applicant Name	
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13. Any costs related to an early return to home country, or any other unusual costs (language tutoring, tours, excess luggage from excessive shopping etc.) are the responsibility of you and your parents or legal guardians.
14. The host family's information will be provided to you and your family prior to your departure, by the Australia – Japan Society in Far North Queensland, Student Coordinator.
15. Visits by your parents or legal guardians, siblings, or friends while you are a part of the program are strongly discouraged. Such visits may only take place with the host sister city consent and within their guidelines.
16. Talk with your host sister city counselor or other trusted adult if you encounter any form of abuse or harassment.
17. Any costs related to flight cancellation due to airline schedule changes, or any other unforeseen conditions are the responsibility of you and your parents or legal guardians. Any such costs should be claimed under the student's travel insurance policy.

Recommendations for a Successful Scholarship Program

(Please tick if you and your guardians read and understand)

1. Smoking is not permitted. If you state in your application that you do not smoke, you will be held to that position throughout your scholarship program. Your acceptance and placement is based on your signed statement. Under no circumstances are you to smoke at any time during your program.
2. Body piercing or obtaining a tattoo while on your Scholarship Program is not allowed, for health reasons.
3. If placed in a host family, respect your host's wishes and become an integral part of the family, assuming duties and responsibilities normal for a student of your age or for children in the family.
4. Learn the language of your host country. Teachers, Host Family, Friends and others you meet in the city and will appreciate the effort. It will go a long way in your gaining acceptance in the city and with those who will become lifelong friends.
5. Attend Host **Sister City events and, host family events, and show an interest in these activities**. Volunteer to be involved; do not wait to be asked. Lack of interest on your part is detrimental to your scholarship program and can have a negative impact on future student programs.
6. Avoid serious romantic activity and sexual activity is not permitted on the scholarship program.
7. Choose friends in the community carefully. Ask for and heed the advice of the host families, counselors, and school personnel, in choosing friends.
8. Do not borrow money. Pay any bills promptly. Always ask permission to use the phone or computer, keep track of all calls and the time on the Internet, and offer to reimburse the costs you incur to your host family.
9. Limit your use of the Internet and phones. Excessive or inappropriate use is not acceptable.
10. If you are offered an opportunity to go on a trip or attend an event, make sure you understand any costs you may have to pay and your responsibilities before you go.

Applicant Name	
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DECLARATION

(Please tick if you and your guardians read and understand)

IN CONSIDERATION of the acceptance and participation of the applicant in this program, the undersigned APPLICANT and his/her PARENTS or LEGAL GUARDIANS, to the full extent permitted by law, hereby release and agree to defend, hold harmless, and indemnify all host parents and members of their families, and all members, officers, directors, committee members, and employees of the host sister city and sponsor Australia – Japan Society in Far North Queensland Inc., from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of any negligent act or omission, excepting gross negligence or intentional conduct, of any such persons or entities, which may be suffered or claimed by such applicant, parent, or guardian during, or as a result of, the participation by the applicant in such Scholarship Program, including travel to and from the host Sister City in Japan.

As the undersigned applicant and undersigned parents or legal guardians of the applicant, we hereby state that we have read and understood the Program Rules and Conditions of Scholarship Program I, as a student, be selected for an Scholarship Student, I agree to abide by these rules and others imposed on me with due notice during my time as an scholarship student in the host country.

I confirm that I am of good health and character, and that I understand the importance of the role of representing the Australia – Japan Society in Far North Queensland inc., as a Scholarship student. I will, to the best of my ability, maintain the high standards expected of a Australia Japan Society in Far North Queensland student and should I be chosen to represent my sponsor Australia – Japan Society in Far North Queensland, school, community, state, and country, I further state that all the material contained in this application and the attached documents are true and accurate to the best of my knowledge.

The Undersigned **APPLICANT** and **PARENTS/GUARDIANS** hereby understand and agree to

- Rules and Conditions of the Scholarship Program
- Recommendations for a Successful Scholarship Program
- Declaration and that the applicant is permitted to travel to the host sister city.

Applicants (Print Name)	Signature
Father / Legal Guardian (Print Name)	Signature
Mother / Legal Guardian (Print Name)	Signature
Witness – JP (Print Name)	Signature
Dated this _____ Day of _____ Month, _____ Year.	

Applicant Name

AJS Scholarship Program Application Check List

Use this checklist to ensure that you have all of the necessary parts for your application.

All copies must have original signatures signed in BLUE or BLACK ink;

All photographs must be originals or good-quality color photocopies.

Applicants must be current AJS financial FAMILY MEMBER

If you are not member, please lodge membership form and fee

Membership Information on the AJS website: www.ajsfnq.org.au

	Set 1	Set 2
Complete Original application form without signatures (Typed or computer generated applications)	<input type="checkbox"/>	
Photocopy second set without signatures		<input type="checkbox"/>
All original and copies must have all signatures signed BLUE or BLACK ink	<input type="checkbox"/>	<input type="checkbox"/>
Personal Information pages completed with photo attached (2 sets)	<input type="checkbox"/>	<input type="checkbox"/>
Student Letters completed (2 sets)	<input type="checkbox"/>	<input type="checkbox"/>
4 Photos enclosed (2 sets)	<input type="checkbox"/>	<input type="checkbox"/>
Parent's / Legal Guardian's Letter (2 sets)	<input type="checkbox"/>	<input type="checkbox"/>
Guarantee Form signed by student and parents/legal guardians (2 sets)	<input type="checkbox"/>	<input type="checkbox"/>
Read Rules and Condition of Scholarship Program and Declaration and Liability signed by student and parents/guardians (2 sets)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of school transcript / report (2 sets)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Valid Australian passport (2 sets) If not the Australian Passport, then please lodge Confirmation of the Australia Citizenship or the Permanent Residence	<input type="checkbox"/>	<input type="checkbox"/>

You should have 2 sets of all above documents
One is copy for AJS and one is for Sister City in Japan

Please present this application in the most professional manner (folder option) as the presentation of your application will also be considered.

**Please send your application forms
To PO Box 2188 Cairns QLD 4870
Attention to Student Co-ordinator
By Friday 28th July 2017**