



Scholarship Report Guidelines

As a recipient of the Tanaka & Green Academic Scholarship, you are required to submit a report following the completion of your study abroad program in Japan.

Your report is an opportunity to reflect on your experience and share what you learned with the Japan-America Society of Washington DC (JASWDC) community. Reports may be shared publicly on the JASWDC website, in our newsletter, and/or on our social media channels.

1. Report Format

You may submit your report in **one of two formats**:

- **Written report:** 1–2 pages
- **Video report:** 2–5 minutes

The Scholarship Committee **encourages video submissions** as an engaging way to share your experience. However, either format is acceptable and will fulfill the report requirement.

Written Reports

Written reports should meet the following formatting requirements:

- **Length:** 1–2 pages
- **Title:** Include a title for your report
- **Name:** Include your full name
- **Margins:** No larger than 1 inch on all sides
- **Spacing:** No larger than double-spaced

You may use any standard, easy-to-read font and font size. Your report does not need to follow a specific academic citation or formatting style.





Video Reports

Video reports should be **2–5 minutes in length** and should clearly communicate the content and reflections described in the "What to Include" section.

You do **not** need to appear on camera. Your video may take any of the following forms:

- Speaking directly to the camera
- Narrating over photos or video clips
- Creating a photo or video essay
- Creating a narrated slideshow or presentation
- Combining any of these approaches

You are encouraged to use photos, video clips, captions, maps, or other visuals to help tell the story of your experience.

For the best viewing experience:

- Record or edit your video in **landscape (horizontal) orientation** when possible.
- Make sure your **audio is clear and easy to understand**.
- If you include text or captions, make sure they are large enough to read.
- You do not need professional equipment or editing software. A smartphone is perfectly acceptable.
- If you include music, please use music that you have permission to use.

Your video does not need to be professionally produced. **The content and reflection are more important than production quality.**

2. What to Include

Your report should describe your experience in Japan, including both your **academic and non-academic experiences**, and reflect on how your time in Japan has influenced you.





Your report should address the following:

- **Your experience in Japan**
 - What did you study, research, or learn academically?
 - What activities, experiences, or interactions outside of your studies were meaningful to you?
- **What you learned about Japan**
 - How has your experience affected your knowledge or understanding of Japan?
 - Did your experience change, deepen, or challenge any of your previous perspectives about Japan?
- **Your plans for the future**
 - How will you apply what you learned or experienced in Japan to your future academic, professional, or personal goals?

These are suggestions to help guide your reflection. You do not need to answer each question individually or follow a particular format. We encourage you to tell the story of your experience in a way that is meaningful to you.

3. Photos

Please submit **at least four photos** along with your report:

- **At least three photos** from your time in Japan that help illustrate your experience
- **One headshot or solo photo** of yourself
- Accepted photo formats are **.jpg** or **.png**

Photos may be used by JASWDC in future presentations and other communications featuring our scholarship recipients.

Please submit photos as separate image files. Do not embed the photos in a written report. Photos included within a video report do not count toward the required four separate photo files. Please submit your required photos as separate files along with your report, even if those photos also appear in your video.





4. Submission

Please submit the following materials by email to scholarships@jaswdc.org:

- Your written report or video report
- At least four separate photo files

Accepted report formats:

Written: .doc, .docx, or .pdf

Video: .mp4, .mov, or .avi

Please make sure that all files are attached to your email and can be opened before submitting.

5. Deadline

Your report is due **30 days after your study abroad program has concluded**.

You are responsible for submitting your report by the deadline. **You may not receive a reminder email from JASWDC.**

Important: Consequences of Missing the Deadline

If you do not submit your report by the deadline, you will **forfeit the second scholarship payment of \$1,000. There will be no exceptions.**

Please plan ahead to ensure that you have sufficient time to complete your report and submit all required materials.





Before You Submit

Please confirm that you have included:

- ☐ A written report (1–2 pages) **OR** a video report (2–5 minutes) in accepted format
- ☐ At least three photos from your experience in Japan
- ☐ One headshot or solo photo of yourself
- ☐ All photos submitted as separate .jpg or .png files
- ☐ All materials emailed to scholarships@jaswdc.org by the deadline

Questions?

If you have any questions regarding the report, please contact JASWDC at scholarships@jaswdc.org.

