

**The Kubota Fund**  
**Application Guidelines for Scholarship Grant**  
**Academic Year 2026/2027**

Founder: Yutaka Kubota (Founder & former Chair of Nippon Koei Co., Ltd.)  
Trustee: Mizuho Trust & Banking Co., Ltd.  
Authorized by: Ministry of Foreign Affairs, Japan, 1984

The Kubota Fund is based upon Mr. Kubota's conviction that (1) economic development and social stability of developing countries are ultimately produced by domestic engineers' self-esteem and self-reliance, and (2) well-organized training programs are crucial to foster good engineers. The Fund presents scholarship grant for research analysts, trainees, and students from developing countries who join in academic, educational, or training program(s) provided by research/educational institutions or private enterprises located in Japan.

**Those applying for this Fund grant should carefully read and understand the following explanation before proceeding with the application process. Please refrain from asking the Secretarial Office any inquiries about matters that have already been stated in these Application Guidelines. From the start of applications until the announcement of scholarship grantees, our staff will be focusing their efforts on carefully reviewing the enormous number of applications. We will not answer questions about matters that have already been explained in the Guidelines, as such questions will interfere with the selection process that our Office is currently conducting with limited staff. Also, please understand that anyone who asks questions that are actually preventable if you read the Guidelines carefully will be given an appropriate negative evaluation during the selection process.**

The Fund invites applications for scholarship grants for the academic year 2026/2027 on the following terms:

**1. Qualifications**

- (1) Applicant must be a national of developing country, or born & raised in a developing region, whose annual GDP per capita is less than US\$7,000.<sup>1</sup>
- (2) Applicant must be officially enrolled in a research/educational/training institute or hired by a business enterprise located in Japan.
- (3) Applicant must stay in Japan for the duration of scholarship, except the period of field research abroad, attending international conferences, or temporarily returning to your home country.
- (4) Applicant must be (or will have to be) pursuing academic degree(s)/conducting research project(s) on a specific engineering development theme (preferably civil engineering, electrical engineering, mechanical engineering, agriculture, environment engineering, energy engineering, architecture, or development economics).
- (5) Applicant should be recommended by a permanent/professional staff, who holds capability/position to evaluate ability, achievements, and potentiality of the applicant adequately, of the organization to which the applicant belong, such as the applicant's academic or managerial supervisor(s).

**2. Number of grantees, period of grant and multiple receipt of scholarships**

- (1) The number of grantees to be selected this year will be eighteen (18), including those who will be awarded renewed grant.
- (2) The period of each grant is one year (from April 2026 to March 2027).
- (3) The renewal of another one-year grant will be subject to qualifications.  
\*The grant will not be extended automatically. It is indispensable, if you try continuing your grantee status, to reapply to the Fund for the next academic year.

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<sup>1</sup> Current price, based upon the data as of October 2025 provided by IMF, "World Economic Outlook Databases."

- (4) The Fund keeps accordance with the academic year of Japan (beginning on April 01 and ending on March 31). If you start from the Fall semester, please designate your application period for the scholarship grant as the latter half of the Japanese academic year.
- (5) The Fund allows grantees to receive other scholarships at the same time.

### 3. Amount of grant

Up to Yen150,000 per month.

(The amount of grant and number of grantees are annually reviewed and eventually determined by the Managing Committee of the Fund.)

### 4. Application

**Due to system maintenance, the application system below will be inaccessible from 00:00 on Saturday 27 December 2025 to 23:59 on Monday 29 December 2025 (JST). We apologize for the inconvenience, but please allow ample time to register and apply by the deadline of 22:00 on Monday 19 January 2026 (JST).**

#### (1) How to apply

- a) Please move to the application website of the Kubota Fund below, being different from the one from which you downloaded this Guidelines,  
(URL: <https://mypage.3050.i-webs.jp/kbt2023/>)  
and perform preliminary registration first.

[Initial Page (Login Screen)]

公益信託久保田豊基金 The Kubota Fund  
A Charitable Trust

**What's New**

2025年12月01日

**[NOTICE]**  
Please download "Application Guidelines" from the Fund's official website (<https://www.kubota-fund.org/>), and read carefully and thoroughly before starting to apply for the grant.

\*\*\*\*\*  
Please use the blanks and buttons on the right side of this page to enter.  
The notation below is for instruction purposes only.

**Login**

ID PASSWORD Login

☐ Save login information

If you are using a computer that may be used by a third party other than yourself (school, company, internet café, library, et al), it is highly recommend that you uncheck the box above before logging in.

[▶ Forgot your ID?](#)

**ログイン**

ID PASSWORD ログイン

☐ ログイン情報(ID)を保存する

ご自分以外の第三者が使用する可能性のあるパソコン（学校・会社・インターネットカフェ・図書館等）をご利用の場合は、チェックを外してログインされることをお奨めします。

[▶ Forgot your ID?](#)

**For the first time, 初めての方はこちら Click here. ↓**

新規登録ボタンより個人情報登録をお願いします

**新規登録**

For the first time, please click the 「新規登録」 button at the bottom right of the screen, as shown above, to proceed with your registration.

**From now on, when entering information, do not use Japanese kana or kanji, except for selection from the pull-down menu, and enter single-byte alphabets and numbers.**

#### (Registration)

- b) After reading "Terms & Conditions" displayed on the screen, if you agree to its content, click the blue "Agree" button at the bottom. (If you do not agree, you cannot apply for the Kubota Fund grant.)

- c) According to the “Remarks” at the beginning of the next screen (“Personal Information,” p.1), enter the applicant's basic information required for membership registration. After completing the input on this screen, click the blue 「次へ」 button at the bottom to move to the next page. As for the name of apartment/dormitory of your current address, if necessary for mailing, please write it down on the next screen.
- d) According to the “Remarks” at the beginning of the screen and short instructions at the input columns, enter required information on the 2nd & 3rd screens.
- e) The 3rd screen is the final page of your “Registration.” Decide and enter your own password (PW: 8 to 20 characters) here. Please **do not forget the PW you set here, as you will need it when you access this application site later.**
- f) The "Registration Completed" screen will appear, and a 9-digit ID number automatically assigned by the system will be displayed. Please **do not forget your ID and password, which are required for future access to the site, and do not let others know them.**

At this time, a unique "My Page" will be assigned, so please **do not forget your own ID and password.**

After clicking the blue “Login” button, sometimes Japanese-only message screen will appear. In that case, please click the gray 「戻る」 button on the screen and you can move to the initial login screen.

### (Filling in “Application Form” and submission)

- g) If you log in with your ID and PW from the login screen again, the following screen “My Page” will appear.

First, fill in the required information in the “Application Form” and submit it.

Click the 「回答」 button on (1) “Application Form” in the “Entry Box” on the left side of the screen. Since you will need to upload an ID photo of your face, it is recommended that you prepare a photo of yourself in advance (with a file extension of .jpg, .jpeg or .gif and no larger than 2MB).

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Message Box 0 アカウント管理

トップ

**Step Navi** 応募に関するお申し込み・ご確認はこちらから

公益信託 久保田豊基金 The Kubota Fund, A Charitable Trust  
2026年度助成金申請登録マイページ  
"My Page" for Scholarship Grant Application 2026/2027.  
2025年12月1日の受付開始まで、しばらくお待ちください。  
Please wait for a while until the reception starts from 01 December 2025.

**Entry Box** ↓Click here!

(1) 申請書フォーム Application Form  
こちらのページより助成金の申請登録をお願いします。  
Please click the blue button 「回答」 to apply for the Kubota Fund grant 2026/2027.

(2) 推薦書 Letter of Recommendation (Upload)  
こちらの「回答」ボタンをクリックし、推薦書をアップロードしてください。  
Please upload your Letter of Recommendation (PDF) by clicking the button 「回答」.

(3) 在学証明書/合格通知書 Certificate of Enrollment or Letter of Admission (Upload)  
こちらの「回答」ボタンをクリックし、在学証明書あるいは合格通知 (PDF) をアップロードしてください。  
Please upload your "Certificate of Enrollment" or "Letter of Admission" (PDF) by clicking the blue button 「回答」.

(4) 成績証明書 Transcript (Upload)  
こちらの「回答」ボタンをクリックし、成績証明書 (PDF) をアップロードしてください。  
Please upload your "Transcript" (PDF) by clicking the blue button 「回答」.

**What's New**

**Link**

お問い合わせ

企業ホームページへ

- h) Follow the “Remarks” at the beginning to enter the required information and upload your face photo.

There is a 「時間延長」 ("time extension") button right under the “Remarks,” and every time you click it, the input time is extended for 60 minutes.

Once all the inputs and uploading an ID photo are finished, click the blue button 「次へ」 (“Next”).

⇒ Confirmation screen appears. Then, after the checking,

⇒ Click the blue 「登録する」 (“Apply”) button at the bottom. If successfully submitted,

⇒ “Thank you” message screen will appear. Then, click the gray 「戻る」 button.

⇒ You will return to the “My Page.”

### **(Preparation of “Letter of Recommendation”)**

- i) Please refer to the “Letter of Recommendation” message in the “Message Box” under “Entry Box” on the left side of “My Page” and download the Excel file of the recommendation form.

### **(Request and submission of “Letter of Recommendation”)**

- j) After carefully reading the note “To the recommender” on the recommendation form, hand the Excel file of the “Recommendation” to the recommender and ask to fill it out.

① If you receive a PDF file after filling it out by the recommender, please upload it by clicking the 「回答」 button in the 「(2) 推薦書／Letter of Recommendation」 section of “Entry Box” on “My Page.”

② If the recommender directly sends the completed “Letter of Recommendation” to the Secretarial Office for the Managing Committee of The Kubota Fund, step ① above is not required.

### **(Uploading “Certificate of Enrollment/Transcript/Letter of Admission”)**

- k) If you are currently enrolled in a Japanese educational, research or training institution, please submit a copy (PDF) of your “Certificate of Enrollment,” issued by your affiliated institution, by clicking the 「回答」 (“Answer”) button at the 「(3) 在学証明書／Certificate of enrollment (upload)」 column of the “Entry Box” for uploading.

- l) Students are required to submit a copy (PDF) of their latest academic Transcript (those who graduate from a technical college or high school as of March 2025 do not need to submit). Please click the 「回答」 button at the 「(4) 成績証明書／Transcript (Upload)」 column of the “Entry Box” for uploading.

- m) Applicants who have not yet registered with a Japanese educational/research/training institution at the time of application for the Kubota Fund grant must submit a copy (PDF) of “Letter of Admission,” as a substitute for a “Certificate of Enrollment,” issued by the institution they will be enrolled in after 01 April 2026. Please click the 「回答」 button at the 「(5) 合格通知／Letter of Admission (Upload)」 column of the “Entry Box” for uploading.

### **(2) Deadline of application**

**Monday, 19 January 2026 (JST)** (Applications will be closed at **22:00** on January 19<sup>th</sup>.)

### **(3) Selection**

The Managing Committee will make the final decision on the candidates who are selected and recommended by the Selection Committee based on the survey of submitted materials.

### **(4) Notification of results**

[Selected]

By the end of March 2026, notification will be sent by (1) e-mail to the applicant and (2) by postal mail to the person who recommended the applicant at the educational institution, research institute, or training institute to which the applicant belongs.

[Failed]

By the end of March 2026, applicants will be notified of the results by e-mail.

## **5. Payment of grant**

- (1) The half-year portion from April to September 2026 will be paid in July, and the half-year portion from October to March of the following year will be paid in January 2027. If the grant payment starts in the middle of the fiscal year, however, it will be calculated on a monthly basis and will be paid in the regular payment month after the time of the calculation.
- (2) Scholarship payments will be made by bank transfer to a bank account designated by the recipient.
- (3) The period of payment shall be within the term of the grantee's Stay Permit.

## **6. Suspension of scholarship payment**

If you lose your eligibility of grantee, the scholarship payment will be suspended.

In addition, if the application documents are found to be false, the full amount of the scholarship must be refunded even if the grant has already been spent.

## **7. Progress report on research/training**

Grantees shall report to the Secretarial Office on the progress of their research or training every six months during the period of the grant.

## **8. Contact**

For inquiries regarding matters not covered in these Application Guidelines, please contact the Secretarial Office for the Managing Committee of The Kubota Fund below by e-mail or in writing. After the application deadline, no questions regarding the selection will be accepted until the announcement of the results. Thank you for your understanding.

Secretarial Office for the Managing Committee of The Kubota Fund

c/o Corporate Management Headquarters, Nippon Koei Business Partners Co., Ltd.

5-4 Kojimachi, Chiyoda-ku

Tokyo, JAPAN 102-8539

E-mail: [kubota-fund@bx.n-koei.co.jp](mailto:kubota-fund@bx.n-koei.co.jp)

## **9. FAQ**

Q1: Should application be done personally or made by each affiliated institution?

A1: Applications should be made on an individual basis. However, if your organization has a policy of submitting applications all at once, please follow that policy. Please check with the relevant department of your institution, such as the International Student Affairs Office, regarding this matter.

Q2: At this time (at the time of application), I do not have a "Letter of Admission." What should I do now?

A2: There is no problem as long as you send the "Letter of Admission" to the Managing Committee via e-mail ( [kubota-fund@bx.n-koei.co.jp](mailto:kubota-fund@bx.n-koei.co.jp) ) as soon as you receive it.

Q3: Does it matter whether the recommender is affiliated with an institution in Japan or overseas?

A3: In principle, we ask that you submit a "Letter of Recommendation" from your recommender in Japan. However, only if there is no instructor/advisor in Japan who knows the applicant well, it is possible to submit a "Letter of Recommendation" from a recommender in your home country.

**10. On severing ties with antisocial forces**

The Kubota Fund, A Charitable Trust, will support efforts to realize and maintain a healthy society by severing any ties with antisocial forces in accordance with Japanese domestic laws and regulation. Please note that if you are selected as a Kubota Fund grantee, you will be required to submit a written oath document confirming that you are not a member of any antisocial forces and have no ties whatsoever with antisocial forces.

*This “Application Guidelines for Scholarship Grant” is subject to the terms and conditions stated in the Japanese guidelines of The Kubota Fund.*