



READ JAPAN PROJECT 2025: Call for Applications

The **READ JAPAN PROJECT** promotes understanding of Japan by donating Japan-related books in English to institutions and libraries. Since its inception in 2008, the project has donated books to over 1,400 institutions worldwide. It is currently administered by **the Tokyo Foundation**, with financial support from **The Nippon Foundation**. The aim of the project is not only to support the work of Japan specialists—such as researchers, opinion leaders, and intellectuals—but also to foster understanding among nonspecialists. By doing so, it seeks to contribute to cross-cultural exchange from a long-term perspective.

This project provides books annually on an application basis. Applications may only be submitted by institutions recommended by a Japanese diplomatic establishment; therefore, all interested institutions should first secure a recommendation. Only online applications are accepted. Please read Section 5 (Application) carefully before submitting your application.

Table of Contents

1. Eligibility	2
2. Book Titles and Categories	2
3. Number of Books.....	2
4. Schedule (Subject to change)	3
5. Application	3
5-1. Online Application	3
5-2. Application Form	4
5-2-1. Basic Information	4
5-2-2. Documents to be Uploaded	5
5-2-3. Shipping Information	5
6. Screening and Notification	6
7. Post-Donation Requirements.....	6
8. FAQ	6
9. Organizational Information	9

1. Eligibility

Applicants must meet the following conditions:

- Be a research-related institution (e.g., university, think tank) or a library (university or public library). Individuals are not eligible.
- Obtain a recommendation from a Japanese diplomatic establishment (embassy, consulate, or permanent mission) before applying.
(There is no need to secure a letter, as the recommendation will be directly submitted by a diplomatic establishment to the project secretariat.)
- Agree to cover customs fees, VAT, and other related charges incurred in the destination country.
(The project covers the costs of selected books and international shipping. However, if a diplomatic establishment receives the books first, the institution must cover the cost of domestic shipping from the diplomatic establishment to the institution.)
- Confirm the availability of a commercial shipping method from Japan to the destination country or region.

Additional Considerations: (Not mandatory but valued in the screening process)

1. The institution or library has —or is expected to have— a significant number of users interested in Japan-related topics.
2. Users of the institution or library have sufficient English proficiency to understand university-level academic content, as most books are written for scholarly purposes.

Notes:

- Institutions that have previously received books from this project are eligible to apply but only for books that they have not already received (each institution may only receive 1 copy per title). Priority will be given to first-time applicants.
- Custom fees, VAT, and other related charges incurred in the destination country must be borne by the applicant.

2. Book Titles and Categories

This project features a total of 354 books, selected by a committee of Japanese and non-Japanese scholars, journalists, and other specialists. The titles fall under the following seven categories: (1) Politics and International Relations, (2) Economy and Business, (3) Society and Culture, (4) History, (5) Literature and the Arts, (6) Manga, and (7) Japanese language (incl. textbooks for learning Japanese).

To view the full list of books, please visit our website: <https://readjapan.org/synopsis/>

3. Number of Books

The selection of books to be sent to a successful applicant is decided on a request-basis. However, as we aim to send book donations to many institutions, **each institution is limited to selecting 180 titles per application.** If an institution wishes to request more than 180 titles, the secretariat encourages them to apply again in the subsequent year.

To make the selection process easier, the project has prepared pre-selected book lists across seven genres. These books were chosen based on their availability for RJP2024 and their popularity. (The pre-selected book lists can be viewed upon accessing the online application form.)

While every effort will be made to provide books in accordance with the requests submitted, **the exact number donated may need to be adjusted by the secretariat based on the total number of successful applicants and the project budget.** Please be aware that some titles chosen by applicants may not be available when the project secretariat places the order, as they may be 'out of print'

according to the publisher. Hardcover editions may be replaced by paperback editions.

Note: The Nippon Foundation, the financial sponsor for this project, would like to gift books (8 titles total) related to their activities to each successful applicant. The number of copies will be decided based on their availability at the time of shipping. These titles are automatically included and not counted in the 180-title limit each institution can apply for.

4. Schedule (Subject to change)

Month/Year	Timeframe	Details
April 2025	Mid-April–June 26, 2025	Applicants consult with Japanese diplomatic establishment to receive a recommendation
April 2025	April 21, 2025 (through July 3)	Online application opens
July 2025	24:00 (midnight), July 3, 2025 (UTC)	Application deadline
August 2025	Late August or early September 2025	Notification of screening results
October 2025	October 2025–January 2026	Communication between the project secretariat and successful applicants regarding shipping details
February 2026	February 2026 and after	Shipment sent from Japan

Notes:

- In order to receive a link to an online application form, applicants should first obtain a recommendation from a Japanese diplomatic establishment. The project secretariat encourages applicants to ask a Japanese diplomatic establishment to send a recommendation to the secretariat no later than seven days before the application deadline.
- The book shipment is expected to be sent in February 2026. Shipment may be delayed, however, if the information provided (shipping address, etc.) is either incomplete or inaccurate.
- If the book shipment needs to be halted due to reasons in the destination country (e.g., not transportable from Japan), and, despite every effort made by the project secretariat to dispatch the books, if more than 6 months have passed since the initial scheduled shipping date, book donations may be automatically cancelled.
- Recipient institutions must be responsive to messages and announcements from the project secretariat. **Persistent failures to reply to the secretariat may result in the cancellation of the book donation.**

5. Application

Applicants who have obtained a recommendation from a Japanese diplomatic establishment in their country or region will be contacted directly by the secretariat (outsourcing contractor: Japan Publishing Industry Foundation for Culture, or JPIC, readjapanproject2025@jpifc.or.jp) and provided with application details, including a link to the online application. (Only online applications will be accepted; applications sent by email will not be reviewed.)

5-1. Online Application

Upon accessing the link provided by the project secretariat, there are three steps to follow.

Step 1 Book Selection

- Choose up to 180 titles from the list of 354 available titles (3 Methods):
 - Select books individually (pick specific titles one by one from the full list),
 - Choose one or more pre-selected book lists
 - Use both methods
- Review pre-selected books by genre to see if they meet your needs. The genres and the number of titles in each list are as follows:
 - Politics / International Relations – 30
 - Economics / Business – 20
 - Society / Culture – 40
 - History – 30
 - Literature / Arts – 30
 - Manga – 10
 - Japanese Language – 20

(The pre-selected book lists can be viewed upon accessing the online application form.)

Step 2 Book Request Form Submission

- Book Request Form (Excel) is available for download on the linked page.
- Applicants may either choose from the pre-selected book lists by genre or manually select books from the full list. Please type '1' in the right-hand column next to the titles your institution wishes to receive.
- Save the completed file and upload it when submitting the Application Form.

Step 3 Application Form Submission

5-2. Application Form

Applicants are NOT able to temporarily save any information and subsequently resume data entry, so please have all the required information ready before starting the online application process.

Please note that once the application is submitted, you will NOT, in principle, be able to make any changes.

The following is a list of information applicants will need to answer.

5-2-1. Basic Information

- (1) Official name of the applying institution. If the institution is either a university or a part of a university, write the name of the university ONLY. If the applying institution is unattached to a university (public library, research institution, cultural center, etc.), write the name of the organization.

***Please specify the name that should appear on official letters and the framed certificate that will be sent together with donated books.**

- (2) Department, etc., of the applying institution in charge of book application (leave blank if same as (1) above).

Sample entries for (1) and (2)

(1) Official name of applying institution	(2) Department, etc., in charge of book application
Read Japan University	Read Japan Project Library
University of Nippon	Department of Japanese Studies
Tokyo Public Library	(blank)

- (3) Courtesy title (Mr., Ms., Mx., Dr., Prof., Prof. Dr.) and full name of contact person
- (4) Job title (Example: Librarian, Program Officer, Coordinator, etc.)
- (5) Regularly used email
- (6) Additional email which is different from (5) above
*Required in case we cannot reach the contact person at the above regularly used email address.
- (7) Phone number including country code
- (8) Official website, if any
- (9) Official Facebook account, official X account, official Instagram account, and other official social media account, if any
- (10) Name of Japanese diplomatic establishment where applicant received a recommendation
- (11) Courtesy title (Mr., Ms., Mx., Dr., Prof., Prof. Dr.) and full name of above diplomatic establishment's primary contact person
- (12) Email address of diplomatic establishment's primary contact person
*Please do not mention the email address of "the Japan Publishing Industry Foundation for Culture (JPIC)" which is different from Japanese diplomatic establishment.
- (13) Reason for applying (max. 200 words)

5-2-2. Documents to be Uploaded

- (14) Completed **Book Request Form**
*Download the template from the application page (the URL and password will be provided by the project secretariat upon receipt of a recommendation by a Japanese diplomatic establishment).
*An applicant may either choose from the pre-selected book lists by genre or manually select titles from the full list. Please type '1' in the right-hand column next to the books your institution wishes to receive. Please note that each applicant is limited to a maximum request of 180 titles.
- (15) Signed **Consent Form for Custom Fees etc.** incurred in the destination country
*Applicants must duly sign the form before submitting.
- (16) Signed **GDPR Consent Form**, if applicable.
*Applicants from GDPR countries must duly sign the form before submitting.
- (17) Select the destination of the book shipment – Applicant institution or Diplomatic establishment
Signed **Japanese diplomatic establishment's Consent Form** is necessary if books are to be shipped to the establishment from which the applicant received a recommendation.
*A Japanese diplomatic establishment's consent must be obtained by the applicant before submitting this application form.

5-2-3. Shipping Information

***Address to be printed on the shipping label**

- (18) Preferred shipping method
*The project secretariat cannot guarantee that parcels will be shipped via the applicant's preferred method, as it may be unavailable at the time of shipping.
- (19) Name of addressee (individual and/or office name)
*Skip from (19) to (25) if you select "Diplomatic establishment" in above (17)
- (20) Street address ***PO boxes not accepted**
- (21) City
- (22) Province/state
- (23) Postal code
- (24) Country

- (25) Phone number including country code
- (26) Check yes or no: “Have you received books from the READ JAPAN PROJECT before?”
*Confirm by viewing the list of past recipients (<https://readjapan.org/recipients/>).
- (27) If you answered yes to the above question, what year(s) did you receive books?
- (28) For future reference, specify any Japan-related books desired by the applying institution that are not included in the 354 books available under this project, if any.
- (29) Check the statement: “As the institutional applicant, I declare that the information provided above is correct.”

6. Screening and Notification

Applications will be screened based on eligibility by the secretariat. Applicants will be notified of the results at the time indicated in Section 4. (Schedule). Applicants are responsible for providing the information requested within the timeframe set by the secretariat.

7. Post-Donation Requirements

Recipients are expected to cooperate and respond to the secretariat’s communication and requests. Requests include sharing photos of book donation ceremonies to be published on READ JAPAN PROJECT’s social media and website as well as participating in surveys and other follow-up activities. Recipients are also encouraged to share project-related activities on their own social media pages and websites.

8. FAQ

Q1. We’ve received books through the project before. Can we apply again?

Yes. Institutions that have previously received Japan-related books from this project are eligible to apply but, in principle, only for books that they have not already received (one copy per title). Priority will be given to first-time applicants.

Q2. Can non-profit and non-governmental organizations apply?

Eligibility will depend on the applicant’s mission and reasons for applying. You will need to receive a recommendation from a Japanese diplomatic establishment (embassy, consulate, or permanent mission) in your country or region, so please contact them first.

Q3. What is GDPR? And does my institution need to submit the GDPR Consent Form?

The GDPR is an EU regulation on data protection and privacy in the European Union and the European Economic Area (EEA). Whether you need to submit the form or not depends on which country you will apply from. For details, please refer to the following links.

EU Countries

https://europa.eu/european-union/about-eu/countries_en

EEA Countries (Iceland, Norway, and Liechtenstein)

[https://ec.europa.eu/eurostat/statistics-explained/index.php?title=Glossary:European Economic Area \(EEA\)](https://ec.europa.eu/eurostat/statistics-explained/index.php?title=Glossary:European_Economic_Area_(EEA))

Countries recognized as offering an adequate level of data protection

https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions_en

Q4. How much will successful applicants need to pay in tax-related fees?

Custom fees, VAT, and other related charges incurred in the destination country are unable to be estimated by the secretariat prior to the arrival of book parcels at customs. Factors affecting costs include the titles and number of books selected, shipping method, and the custom policy at the destination country. If an applicant would like to know these costs, they should contact their country's authority for inquiry about such fees.

Q5. What is the size and weight of the boxes in which the books will be shipped?

The boxes are expected to come in three sizes: small (27.5cm×38cm×13.8cm), medium (26.5cm×35cm×22.5), and large (35.5cm×50cm×24.5cm). Most boxes will contain fewer than 30 books.

For your reference, the table below presents book shipment details encompassing total book prices and shipment costs for READ JAPAN PROJECT 2023. Please be aware that the prices listed are subject to fluctuations in currency rates. It is important to note that the prices are intended solely for reference purposes.

Region and country	No. of books shipped	Shipping method	Shipping costs covered by project (approx.)	Total price of books covered by project (approx.) *Excl. custom-related fees	Approx. weight /kg	No. of boxes
Americas						
Brazil	158	DHL	US\$1,727	US\$10,312	95	5
Mexico	92	DHL	US\$558	US\$5,889	58	3
Nicaragua	7	FedEx	US\$360	US\$436	6	1
Trinidad and Tobago	157	International mail (cargo ship)	US\$525	US\$10,237	93	5
Canada	72	International mail (cargo ship)	US\$231	US\$4,597	48	3
Africa						
Botswana	107	DHL	US\$1,255	US\$8,268	70	4
Ethiopia	126	EMS	US\$1,530	US\$8,344	77	4
Zimbabwe	28	FedEx	US\$705	US\$2,196	19	1
Europe						
Albania	59	International mail (air)	US\$536	US\$4,161	35	2
Bosnia and Herzegovina	72	International mail (cargo ship)	US\$205	US\$3,807	42	3
Bosnia and Herzegovina	34	DHL	US\$318	US\$2,067	24	2
Estonia	20	FedEx	US\$486	US\$1,029	16	1
Spain	157	International mail (air)	US\$1,381	US\$10,237	93	5

Region and country	No. of books shipped	Shipping method	Shipping costs covered by project (approx.)	Total price of books covered by project (approx.) *Excl. custom-related fees	Approx. weight /kg	No. of boxes
Middle East						
Bahrain	157	EMS	US\$1,560	US\$10,237	93	5
Turkey	158	DHL	US\$1,010	US\$10,312	95	5
Turkey	70	International mail (air)	US\$709	US\$4,618	46	3
Turkey	36	International mail (cargo ship)	US\$125	US\$1,623	24	2
Asia-Pacific						
India	33	International mail (air)	US\$188	US\$2,721	21	2
Pakistan	147	EMS	US\$792	US\$9,746	90	5
Philippines	100	DHL	US\$291	US\$6,545	62	4
Sri Lanka	38	International mail (cargo ship)	US\$114	US\$2,446	26	2
Papua New Guinea	157	DHL	US\$698	US\$10,237	93	5

Q6. Does the project offer any Japan-related books written in other languages?

The books available for donation are primarily in English. However, there are a number of books on Japanese-language learning that are primarily in Japanese.

Q7. My previous application was rejected. Can I apply again?

Yes. Please read the Call for Applications carefully and submit all necessary information. Before submitting your application, you will also need to receive a recommendation from a Japanese diplomatic establishment (embassy, consulate, or permanent mission) in your country or region.

Q8. My university has two libraries in different locations, and one previously received books through this project. Can the other library apply?

Yes. Even if one of the libraries of the same university received books through this project before, the other can apply as a new applicant.

Q9. Can a Japanese university or library with many non-Japanese students/users apply?

The intended beneficiaries of this project are the institutions of foreign countries and regions. We do not accept applications from Japanese universities or libraries.

9. Organizational Information

The Nippon Foundation

The Nippon Foundation is a public interest incorporated foundation primarily engaged in supporting maritime and shipping-related activities, public and welfare services, and international cooperation, using a portion of the proceeds from motorboat racing, a legally licensed “public sport.” www.nippon-foundation.or.jp/en.

Tokyo Foundation

The Tokyo Foundation is an independent, not-for-profit think tank that examines critical issues confronting society from a neutral and impartial standpoint; undertakes rigorous, evidence-based research; and offers a range of policy options in pioneering paths to a brighter future. We also cultivate broadminded, socially engaged future leaders, both in Japan and overseas, and contribute to building a better society for all. <https://www.tokyofoundation.org/>.

Inquiries should be directed to: READ JAPAN PROJECT secretariat.

Email: readjapanproject@tkfd.or.jp

Website: <https://readjapan.org/>

The project secretariat ONLY accepts project-related inquiries via email.