# JICA Knowledge Co-Creation Program for Long Term Participants

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## General Information
## on
## SDGs Global Leader

### JFY2021-2023

**国別研修**
**「SDGs グローバルリーダー（2021–2023 年度）」**

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This information pertains to one of the Japan International Cooperation Agency (JICA)'s Knowledge Co-Creation Program (Long-Term). This handout gives information on the overview of the program. This program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both governments.

Each country may have its own schedule and/or qualifications for the program. With regard to the additional information, please contact JICA overseas office in charge of your country.

# 1. Overview

Until now, JICA has provided training programs as a part of technical cooperation in various fields. In order to strengthen a network among the target countries in respective fields, JICA established a new long-term training program to foster young/middle bureaucrats, academicians and leading human resources in various fields of target countries who will make influence on policy making processes of their countries or will contribute to socioeconomic development in near future.

SDGs Global Leader is newly established in JFY 2019 to promote cooperation for sustainable development in the world, under the framework of JICA Development Studies Program (JICA-DSP).

The course will provide participants with special program on Japanese developmental experience and internships if necessary, in addition to obtaining Master's or PhD. degree.

# 2. Objectives

1. To develop high level human resources who would contribute to appropriate policy decision and its implementation for tackling political and developmental issues in respective fields.
2. To establish and maintain mid and long term good relations between the target countries and Japan.

# 3. Course Outline

The course consists of the acceptance of scholars from 97 countries including 9 countries from Southeast Asia, 14 countries from Pacific region, 6 countries from South Asia, 6 countries from East and Central Asia, 32 countries from Latin America, 3 country from Middle East and Europe, 49 countries from Africa.

| | |
|---|---|
| Southeast Asia | Cambodia, Indonesia, Laos, Malaysia Myanmar, Philippine, Thailand, Timor-Leste and Vietnam |
| Pacific | Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu |
| South Asia | Bangladesh, Bhutan, Maldives, Nepal, Pakistan, Sri Lanka |
| East and Central Asia | Mongolia, Tajikistan, Georgia, Azerbaijan, Armenia, Turkmenistan |
| Latin America | Dominican Republic, El Salvador, Honduras, Mexico, Panama, Antigua and Barbuda, Bahama, Barbados, Commonwealth of Dominica, Grenada, Saint Christopher and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Republic of Trinidad and Tobago, Republic of Suriname, Republic of Guyana, |

| | Guatemala, Nicaragua, Cuba, Belize, Costa Rica, Jamaica, Haiti, Argentine, Bolivia, Brazil, Chile, Colombia, Ecuador, Paraguay, Peru, Uruguay |
|---|---|
| Middle East and Europe | Iran, Serbia, North Macedonia |
| Africa | 49 Sub-Saharan African countries<br>(Applicants from African countries should refer "General Information for All Applicants on A: Master's Degree and Internship Program of African Business Education Initiative for Youth and B: SDGs Global Leadership Program FY2020") |

This Overview Information shows information related to long-term courses including master's degree course, Ph.D. course, and combined Master's and Ph.D. course[1].

Candidate applicants may select the university, to which he/she wishes to apply, from the universities which have concluded an agreement on accepting JICA participants on the condition that the candidate passes the entrance examination. Detailed information on these partner universities will be provided separately.

Proposed research topics will be the one that contribute to the Government policy for the sustainable development (Example: Administration/public policy, finance, international politics/diplomacy, regional research, business, international trade/investment, disaster risk reduction, maritime issues etc.)

In addition to the programs in the master's and Ph.D. courses, the activities such as short-term program (e.g. Understanding the Japanese Development Experience[2]), and/or internship program will be planned in order to enrich the participants' academic and personal experience of their courses of studies at the universities.

It is recommended to participate internship program at public or private entities during their stay in Japan. JICA will prepare the contents and schedule of the internship in close consultation with the participants and host organizations. In principle, no reward or compensation should be paid to the participants or host organizations.

# 4. Duration

In principle, 2 years for Master's Program and 3 years for Ph.D. Program (It depends on each

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[1] Bachelor's degree course are also offered specially for Pacific countries.

[2] As part of JICA-DSP, this program is co-organized by GRIPS, IUJ and JICA for JICA Knowledge Co-Creation Program for Long Term Participants. The program offers participants with opportunities to gain a deep understanding of the Japanese development experience, and to draw lessons and gain insights that will support their development work in their home countries and internationally.

program offered by universities)[3].

# 5. Number of Participants

|  | JFY2021 | JFY2022 | JFY2023 | Total |
|---|---|---|---|---|
| Southeast Asia | 33 | 43 | 43 | 119 |
| Pacific | 30 | 30 | 30 | 90 |
| South Asia | 5 | 5 | 5 | 15 |
| Central and East Asia | 7 | 7 | 7 | 21 |
| Latin and Caribbean | 10 | 10 | 10 | 30 |
| Middle East and Europe | 3 | 3 | 3 | 9 |
| Sub-Saharan Africa | (Applicants from African countries should refer "General Information for All Applicants on A: Master's Degree and Internship Program of African Business Education Initiative for Youth and B: SDGs Global Leadership Program FY2020") | | | |

\* The number for JFY 2022 and 2023 will be updated.

# 6. Language to be used in this Program

English

# 7. Eligibility

Candidate applicants must satisfy the following requirements:

1. Current Duties: Young or middle Government official, prospective academics, personnel from private institutions who are expected to contribute policy formulation or its implementation for tackling sustainable developmental issues in respective fields.
2. Nationality: Citizen of the above countries eligible for Japan's ODA
3. Age: Less than forty (40) years old in principle (As of April 1st 2021)
4. Educational Background: Hold a Bachelor's Degree or Master's Degree
5. Language: Adequate English skills both in written and oral communication to complete the master's and/or Ph.D. courses such as;
    TOEFL iBT: 80
    IELTS: 6.5
6. Others: Candidate applicants must not be receiving nor planning to receive another scholarship during the program.

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[3] The preparatory period as a research student or credited auditor prior to the regular student up to 6months may be added.

# 8. Admissions

Participants must pass University's usual admission procedures including examinations to enter the participants' desired master's degree or PhD. degree program.

# 9. Application Guidelines

Candidate applicants must apply through the procedure as below.

It is necessary for both participant's Government and the Government of Japan for the Official Development Assistance.

(1) Procedures and Required Documents for Application:

Each participant is required to submit the "Application documents" listed in (2) below to JICA overseas office in charge of the applicants' country. Please refer to the Appendix 2&3 for the guideline and format.

(2) Application Documents
  1) Application materials check list (Appendix-2)
  2) JICA Application Form for Knowledge Co-Creation Program (Appendix-3)
     consists of:
     ・ Personal Information
     ・ Education Background
     ・ Work Experiences
     ・ Consent for joining this program from current employer /organization
  3) Application Form for SDGs Global Leader for FY2021-2023 (Appendix-5) consists of:
     ・ Declaration of desired University placement
     ・ Research Plan
     ・ Career Plan
  4) Graduation certificate.
     * Officially certified copies of the original
     * Written in English or accompanied with official translation
  5) Academic transcript
     * Must contain all the grades earned in the university
     * Officially certified copies of the original
     * Written in English or accompanied with official translation
  **6) Photocopy of certificate of English Test[4]**
  7) A copy of Passport with photo (for checking nationality, name, sex, and date of birth).

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[4] Once candidate applicants passed the first screening by JICA, applicants may request for reimbursement of application fee for IELTS/TOEFL. Please contact JICA Sri Lanka office officer in charge for details.
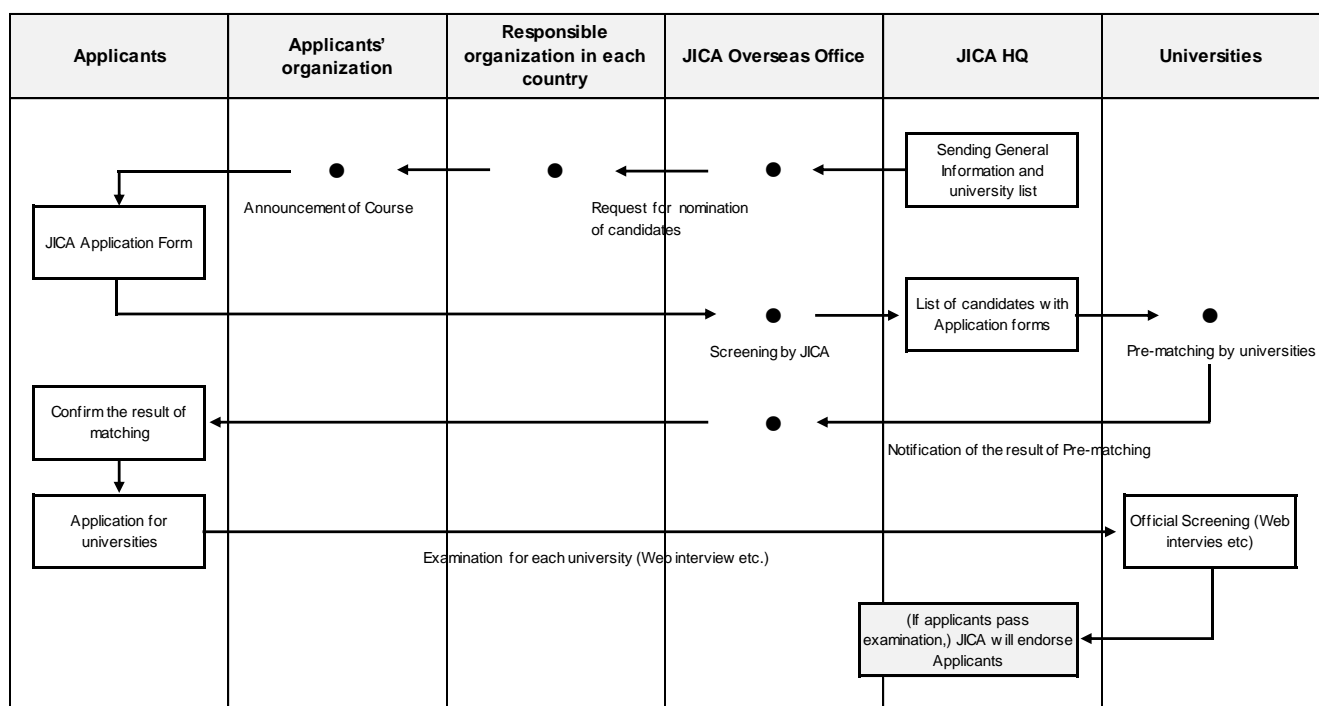
8) 2 ID photos (4cm × 3cm) pasted on application form (Original and copy)
9) Health certificate (To be submitted later[5])

(Note: Please be informed that applicant may submit reasons in writing no later than the application deadline when difficulties arises in submission of all the necessary documents stipulated by 9 (2) above. If reasons are found legitimate, JICA may consider providing reasonable time to collect such document.)

Based on the above documents, Candidate applicants are nominated and approved by each country's government, and then approved by JICA. After this procedure, screening will be conducted at the proposed universities. The result will be informed to candidate applicants.

Please kindly note that university might reject candidate applicants due to lack of the above required documents, or your research plan may not be accepted by proposed universities.

Candidate applicants must follow each university's application procedure after the screening. If applicants withdraw their application after their official application for universities, applicants must send a letter to the universities.

| Applicants | Applicants' organization | Responsible organization in each country | JICA Overseas Office | JICA HQ | Universities |
|---|---|---|---|---|---|
| | ● Announcement of Course | ● Request for nomination of candidates | ● | Sending General Information and university list | |
| JICA Application Form | | | ● Screening by JICA | List of candidates with Application forms | ● Pre-matching by universities |
| Confirm the result of matching | | | ● | Notification of the result of Pre-matching | |
| Application for universities | | Examination for each university (Web interview etc.) | | | Official Screening (Web intervies etc) |
| | | | | (If applicants pass examination,) JICA will endorse Applicants | |

## 10. Schedule

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[5] If candidate applicants pass the examination, Health certificate with JICA format will be required. Without the certificate, admission might be rejected.

| Date | Process |
|---|---|
| By the End of October, 2020 | Nomination of applicants in respective organizations |
| | Selection of potential applicants by responsible organization |
| | JICA Sri Lanka office will conduct a Pre-Briefing session (online) for applicants on the program outline and necessary details on the application process. Please refer JICA Sri Lanka office Nomination Request Letter for more details or contact External Resources Department / JICA Sri Lanka office to register for the session. |
| | **All the "Application documents, designated by 9 (2)**, must be submitted to JICA Sri Lanka office through official email (considered as advance) and hard copies through External Resources Department (considered as official) no later than   the application deadline. |
| | JICA Sri Lanka Office will shortlist applicants through document screening and Interviews. Applicants are required to attend the interviews to qualify as a Candidate of this program. |
| November - December, 2020 | Screening by JICA<br>Pre-matching by university |
| By the end of January 2021 | Notification of the result of matching through JICA overseas office |
| January -June(approximately), 2021 | Preparation for University's application by the applicant |
| | University's application procedure<br>*Examination schedule is followed by each university |
| June - August, 2021 | Preparation for study in Japan if candidate applicants pass examination |
| August - October, 2021 | Orientation by JICA overseas office before departure |
| | Arrival in Japan |
| | Orientation by JICA Domestic Offices |
| | Beginning of Term |

*Schedule for the application and examination depends on each university (some university courses start from April).
*Schedule and program contents might be adjusted appropriately due to unforeseen circumstances.

## 11. Expenses To Be Borne By JICA

Under the JICA Long-term Trainee Allowance standards, JICA will cover expenses and allowance to participants accepted for the program. See the table below for further details. Note that the payments (e.g. for tuition, research support expenses, school support expenses) will not be paid to the training participants themselves, but directly to the university or other relevant institutions.

| Expense category | Payment amount | Payment frequency |
|---|---|---|
| Tuition (official examination fees, entrance fees, course fees) | Actual costs | According to the request from universities |
| Living Allowance | JPY 143,000–148,000 per month* | Every month via university |
| Airfare | Actual costs | Upon arrival in Japan and upon returning home |
| Outfit Allowance | JPY106,000 | Once (upon arrival in Japan) |
| Moving Allowance | Up to JPY164,000-224,000 | Once (during the training period)** |
| Research Support Expenses*** | Actual costs(Up to 360,000 per year) | |

*Varies according to living area, type of accommodation, etc.

**Only if you move to an accommodation facility that requires extra payment other than monthly rent

*** Research Support Expenses are allowed to be provided via your university and be disbursed with the approval of your supervisor.

## 12. Expenses Not To Be Borne By JICA

JICA will not bear costs other than the allowances described above. JICA is not responsible for the following expenses:

   (1) Passport fees (for re-issuance and extensions, etc.)
   (2) Visa fees of a transit country and transportation expenses to obtain Visa
   (3) Transportation expenses to obtain Japanese Visa
   (4) Domestic travel expenses in the home country
   (5) Departure tax
   (6) Airport tax/airport facility charges outside of Japan, including third countries
   (7) Customs duty
   (8) Excess baggage charges
   (9) Compensation for lost and/or damaged baggage
   (10) "no show charge" to the transit airport hotel (non-refundable)
   (11) Lost - ticket fee
   (12) Accommodation fee for day-use hotel in return flight
   (13) Transportation expenses other than official programs
   (14) Telephone bill or mini-bar tab at accommodation

Note: If participant does not follow the regulation of JICA, the participant may have to bear such other cost of necessary expenses.

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***CORRESPONDENCE***

For enquiries and further information, please contact the JICA office.

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# Guidelines of Application Form for the JICA Knowledge Co-Creation Program

The attached form is to be used to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

## 1. Parts of Application Form to be completed

**1) Which part of the form should be submitted?**

It depends on the type of KCCP you are applying for.

> **>Application for KCCP (Group, Region Focus and Long-term)**
>
> Official application and Parts A and B including Medical History must be submitted.
>
> **>>Application for KCCP (Country Focus) including KCCP for Counterpart and KCCP related to ODA Loan**
>
> Official Application and Part B including Medical History will be submitted. Part A needs not to be submitted.

**2) How many parts does the Application Form consist of?**

The Application Form consists of three parts as follows;

> **Official Application**
>
> This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.
>
> **Part A. Information on the <u>Applying Organization</u>**
>
> This part is to be confirmed by the head of the relevant department/division of the organization which is applying.
>
> **Part B. Information About the Nominee including Medical History**
>
> This part is to be completed by the person who is nominated by the organization applying.
> <u>The applicants for KCCP (Group, Region Focus and Long-term) are required to fill in **every item**</u>. As for the applications for KCCP (Country Focus) including KCCP for Counterpart and some specified programs, it is required to fill in the designated **"required"** items as is shown on the Form.

Please refer to the General Information to find out which type KCCP that your organization applies for belongs to.

## 2. How to complete the Application Form

In completing the application form, please be advised to:

(a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,

(b) be sure to write in the title name of KCCP accurately according to the GI, which you intend to apply,

(c) use a typewriter/personal computer in completing the form or write in **block letters**,

(d) fill in the form in **<u>English</u>**,

(e) use ☑or "x" to fill in the ( ) check boxes,

(f) attach a picture of the Nominee,

(g) attach additional page(s) if there is insufficient space on the form,

(h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,

(i) confirm the application procedure stipulated by your government, and

(j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

## 3. Privacy Policy

### 1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

### 2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

(a) In cases of legally mandated disclosure requests;

(b) In cases in which the provider of information grants permission for its disclosure to a third party;

(c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

### 3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

## 4. Copyright policy

Participants of KCCP are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.
2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your

country or copyright-related multinational agreements or the like:

(1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.

(2) Secure evidential material that proves the grants of the license and specifies the scope of the license.

(3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration.

Article 2. Details of use of works used for KCCP

(1) The copyright on a work that a participant prepares for KCCP shall belong to the participant. The copyright on the parts where a third party's work is used shall belong to the third party.

(2) When using texts, supplementary educational materials and other materials distributed for KCCP, participants shall comply with the purposes and scopes approved by each copyright holder.

## Application materials checklist

Applicant's Name: _____

Please enclose this checklist in your application. Please be sure to submit all the following documents check(✓) the items you enclosed.

In case you are not able to submit any document by the deadline, please write the estimated date you will be able to submit.

| | Application documents to JICA | Check(✓) | Check point |
|---|---|---|---|
| 1 | Application materials check list | | Are all documents attached? |
| 2 | JICA Application Form for Knowledge Co-Creation Program (Appendix-3) | | Is the full name written as shown on the Passport? (National ID is acceptable if the applicant does not own a Passport.) |
| | | | Is the date of birth same as on the Passport or ID? |
| | | | Is your age between 22 to 39? (if not, consult with JICA overseas office in your country) |
| | | | Is the name of organization, department, and position correctly mentioned? (No abbreviation is allowed) |
| | | | Is the working history and period correctly filled? |
| | | | Is the name of the degree same as in the "University Diploma" and "Academic Transcript"? |
| | | | In the Declaration Form, is the signed date within the application |
| 3 | Application Form for SDGs Global Leadership Program for FY2019 (Appendix-4) | | Is the research plan written with enough amount of words? (Extreme lack of words may not be accepted) |
| | | | Is the "Title", "Introduction", "Main Body" and "Conclusion", respectively followed? |
| | | | If yes in Medical History 1(a), is the doctor's letter (written in English) attached? The letter should describe current status of the applicant's illness and has a consent for an applicant to join the program healthy. |
| 4 | Graduation certificate | | Is the name and date of birth as shown on the Passport or ID? If not, please describe the reason in the letter. |
| | | | If not written in English, is the official English translation attached? |
| 5 | Academic transcript | | Is the notary seal affixed to Academic Transcript for all the grades earned in the university? |
| | | | Is the name and date of birth as shown on the Passport or ID? If not, please describe the reason in the letter. |
| | | | If not written in English, is the official English translation attached? |
| 6 | Photocopy of certificate of English Test | | |
| 7 | A copy of Passport with photo | | Is the copy of valid Passport (or National ID) attached? |
| | | | If not written in English, French, Portuguese or Spanish, is the official English translation attached? |
| 8 | 2 ID photos (4cm × 3cm) pasted on application form (Original and copy) | | Is the applicant's photo attached on the Application form? |

Knowledge Co-Creation Program under Technical Cooperation with the Government of Japan

# Application Form for the JICA Knowledge Co-Creation Program
## OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

**1. Title:** (Please write down as shown in the General Information)

|  |
|--|
|  |

**2. Number:** (Please write down as shown in the General Information)

| J | 0 |  | - |  |  |  |  |  |
|---|---|---|---|---|---|---|---|---|

**3. Country Name:**

|  |
|--|
|  |

**4. Name of Applying Organization:**

|  |
|--|
|  |

**5. Name of the Nominee(s):**

| 1) | 3) |
|----|----|
| 2) | 4) |

Our organization hereby applies for Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

| Date: |  | Signature: |  |  |
|-------|--|-----------|--|--|
| Name: |  |  |  |  |
| Designation / Position |  |  |  | Official Stamp |
| Department / Division |  |  |  |  |
| Office Address and Contact Information | Address: |  |  |  |
|  | Telephone: | Fax: | E-mail: |  |

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**Confirmation by the organization in charge (if necessary)**

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

| Date: |  | Signature: |  |  |
|-------|--|-----------|--|--|
| Name: |  |  |  |  |
| Designation / Position |  |  |  | Official Stamp |
| Department / Division |  |  |  |  |

# Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

## 1. Profile of Organization

**1) Name of Organization:**

**2) The mission of the Organization and the Department / Division:**

## 2. Purpose of Application

**1) Current Issues: Describe the reasons for your organization claiming the need to participate in Knowledge Co-Creation Program (KCCP), with reference to issues or problems to be addressed.**

**2) Objective: Describe what your organization intends to achieve by participating in KCCP.**

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**3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.**

**4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the KCCP, 4) Plan of organization and 5) Others.**

# Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Knowledge Co-Creation Program (KCCP) (Group and Region Focus) are required to fill in "Every Item". As for the applications for KCCP (Country Focus) including KCCP for Counterpart and some specified programs, it is required to fill in the designated **"required"** items as is shown below.

**1. Title:** (Please write down as shown in the General Information) **(required)**

Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

**2. Number:** (Please write down as shown in the General Information) **(required)**

| J | 0 | | - | | | | | |
|---|---|---|---|---|---|---|---|---|

**3. Information about the Nominee (nos. 1-9 are all required)**

**1) Name of Nominee (as in the passport)**

**Family Name**

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

**First Name**

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

**Middle Name**

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

| 2) Nationality (as shown in the passport) | | 5) Date of Birth (please write out the month in English as in "April") | | | |
|---|---|---|---|---|---|
| 3) Sex | ( ) Male  ( ) Female | **Date** | **Month** | **Year** | **Age** |
| 4) Religion | | | | | |

**6) Present Position and Current Duties**

| Organization | |
|---|---|
| Department / Division | |
| Present Position | |

| Date of employment by the present organization | Date | Month | Year | Date of assignment to the present position | Date | Month | Year |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

**7) Type of Organization**

| ( ) National Governmental | ( ) Local Governmental | ( ) Public Enterprise |
|---|---|---|
| ( ) Private (profit) | ( ) NGO/Private (Non-profit) | ( ) University |
| ( ) Other ( ) | | |

**8) Outline of duties: Describe your current duties**

| |
|---|
| |

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|---|---|
| | |

**9) Contact Information**

| | | |
|---|---|---|
| Office | Address: | |
| | TEL: | Mobile (Cell Phone): |
| | FAX: | E-mail: |
| Home | Address: | |
| | TEL: | Mobile (Cell Phone): |
| | FAX: | E-mail: |
| Contact person in emergency | Name: | |
| | Relationship to you: | |
| | Address: | |
| | TEL: | Mobile (Cell Phone): |
| | FAX: | E-mail: |

**10) Others (if necessary)**

| |
|---|
| |

## 4. Career Record

**1) Job Record (After graduation)**

| Organization | City/ Country | Period | | Position or Title | Brief Job Description |
|---|---|---|---|---|---|
| | | From Month/Year | To Month/Year | | |
| | | | | | |
| | | | | | |
| | | | | | |

**2) Educational Record (Higher Education) (required)**

| Institution | City/ Country | Period | | Degree obtained | Major |
|---|---|---|---|---|---|
| | | From Month/Year | To Month/Year | | |
| | | | | | |
| | | | | | |
| | | | | | |

**3) Training or Study in Foreign Countries;** *please write your past visits to Japan specifically as much as possible, if any.*

| Institution | City/ Country | Period | | Field of Study / Program Title |
| --- | --- | --- | --- | --- |
| | | From Month/Year | To Month/Year | |
| | | | | |
| | | | | |
| | | | | |

## 5. Language Proficiency (required)

| 1) Language to be used in the program (as in GI) | | | | |
| --- | --- | --- | --- | --- |
| Listening | (   ) Excellent | (   ) Good | (   ) Fair | (   ) Poor |
| Speaking | (   ) Excellent | (   ) Good | (   ) Fair | (   ) Poor |
| Reading | (   ) Excellent | (   ) Good | (   ) Fair | (   ) Poor |
| Writing | (   ) Excellent | (   ) Good | (   ) Fair | (   ) Poor |
| Certificate (Examples: TOEFL, TOEIC) | | | | |
| 2) Mother Tongue | | | | |
| 3)Other languages (            ) | (   ) Excellent | (   ) Good | (   ) Fair | (   ) Poor |

   Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

   Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews.
Compound complex sentences. Extended essay formation.
   Fair: Broader range of language related to expressing opinions, giving advice, making suggestions.   Limited compound and complex sentences & expanded paragraph formation.
   Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

## 6. Expectation on the applied KCCP

**1) Personal Goal: Describe what you intend to achieve in the applied KCCP in relation to the organizational purpose described in Part A-2.**

| |
|---|
| |

**2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied KCCP. (required)**

| |
|---|
| |

**3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied KCCP. (required)**

| |
|---|
| |

## *7. Declaration (to be signed by the Nominee) (required)

I certify that the statements I have made in this form are true and correct to the best of my knowledge.
If accepted for the program, I agree:

(a) not to bring or invite any member of my family (except for a program whose period is one year or more),

(b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,

(c) to follow the program, and abide by the rules of the institution or establishment that implements said program,

(d) to refrain from engaging in political activity or any form of employment for profit or gain,

(e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,

(f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.

(g) to consent to waive any copyright holder's rights for documents or products produced during the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.

(h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

■ JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgation, loss or damages of such personal information.

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■ Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither provide nor disclose personal information to any third party.　JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1.　To provide KCCP to the participants from developing countries.

2.　To provide KCCP to the participants from developing countries under the Citizens' Cooperation Activities.

3.　In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

(i) to observe Japanese laws and ordinances during my stay, if I violate Japanese laws and ordinances,
　I will return the total amount or a part of the expenditure required for the KCCP depending on the extent of the violation.
(j) to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me. I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

| Date: | Signature: |
|-------|-----------|
|       | Print Name: |

## MEDICAL HISTORY

1. Present Medical Status

(a) Do you currently use any medicine or have regular medical checkup by a physician for your illness?

| [   ] No | [   ] Yes: Name of illness (                          ), Name of medicine (                    ) |
|---|---|
|  | *If yes, please attach your doctor's letter (preferably, written in English) that describes current status of your illness and agreement to join the program.* |

(b) Are you pregnant?

| [   ] No | [   ] Yes: Months of pregnancy (              months) |
|---|---|

(c) Are you allergic to any medication or food?

| [   ] No | [   ] Yes: What are you allergic to? (                                        ) |
|---|---|

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

| (                                                                              ) |
|---|
| *Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.* |

2. Past Medical History

(a) Have you had any significant or serious illness?

| [   ] No | [   ] Yes: Please specify   (                                              ) |
|---|---|

(b) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

| [   ] No | [   ] Yes: Please specify   (                                              ) |
|---|---|

3. Other Medical Problems

If you have any medical problems that are not described above, please indicate below.

|  |
|---|
|  |

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

| Date | Signature |
|---|---|
|  | Print Name |

**Application Form for SDGs Global Leadership Program for FY 2021**

# 1.University Information

(1) After examining university list provided by JICA, please fill in University, Supervisor, and the respective Field of studies that you expect to study in Japan. If you have more than two universities in your mind, you can select **up to three universities**

| Name of University and Graduate School(1) | |
|---|---|
| Graduate School Code(1) | |
| Name of Course/Major | |
| Master/PhD | |
| Supervisor of choice* | |
| Field of Study | |

| Name of University and Graduate School(2) | |
|---|---|
| Graduate School Code(2) | |
| Name of Course/Major | |
| Master/PhD | |
| Supervisor of choice* | |
| Field of Study | |

| Name of University and Graduate School(3) | |
|---|---|
| Graduate School Code(3) | |
| Name of Course/Major | |
| Master/PhD | |
| Supervisor of choice* | |
| Field of Study | |

*If you wish to apply for a PhD, please make sure to fill in "Supervisor of choice". In case of Master's program, please fill in if you have a desired supervisor.

## 2. Research Plan

Write a brief research plan of your proposed Master's or Doctor's thesis more than 700 words (minimum 3 pages)**.**

Below is an example of the structure of the research plan. Usage of this structure is not essential but strongly recommended.

   (a) <u>TITLE of your Master's or Doctor's thesis</u>

   (b) <u>INTRODUCTION (1 paragraph):</u>
To state clearly what your research interests are. Necessary to include the followings:
   ・ Background information regarding the selected topic and your involvement (e.g. what is the main reason that you chose the topic, your relevant working experience, etc.)
   ・ The main objective of your study

   (c) <u>MAIN BODY (approximately 3 paragraphs):</u>
To provide specific information to support your ideas. To explain what you are going to study and how the research is conducted. Necessary to include the followings:
   ・ Brief explanation for your analysis of this topic.
   ・ Brief explanation for your research methodology.

   (d) <u>CONCLUSION (1 paragraph):</u>
   To stress the most important point(s) of your research plan, and your future work. Necessary to include the followings:
      ・ The skills which you wish to obtain in Japan.
      ・ How you intend to utilize your research to solve the issue(s) mentioned in the first part of the plan after returning to your home country.


**\*For PhD courses, please attach your master thesis in English and related papers (if any)**.

**!! IMPORTANT !!**
   ✓ It is recommended to make prior contact the faculty before submitting the applications in order to know whether or not the university can accept the research plan. You should write the research plan in light of the requirements and characteristics of the Master's or Doctor's course.
   ✓ It must be demonstrated that your academic background and/or job experience are sufficient enough to engage in and complete the Master's or Doctoral course in Japan. In this regard, it is essential for you to select a research theme which is associated with your current or future job.
   ✓ If you are you are currently employed, it is desirable for you to discuss with your organization to get supporting references, such as a policy and/or strategic paper of the organization.

# 3. Career Plan after Graduation

In connection with the fields of study, please describe <u>your idea /plan</u> to utilize your knowledge, skills and experiences that you obtained in Japan after returning to your home country <u>in 400-500 words</u>.

Please be reminded of the aim of SDGs Global Leadership Program which expects the participants to be leaders who share values of Japan in order to help establish and maintain mid and long - term good relations between Japan and the participants' countries

# Application Guideline for
# the JICA Knowledge Co-Creation Program

This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.

Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

| Form | Filled by |
|---|---|
| **Form1. Official Application Form** | ・ To be filled by you and your supervisor* <br> ・ To be signed by your supervisor <br> ・ Official stamp of your organization is needed. |
| **Form2. Nomination from the Organization** | You and your supervisor * |
| **Form3. Individual Application Form** | You |
| **Form4. Terms and Conditions, and Declaration** | You |

\*Supervisor: the head of the department/division of your organization

**Please be advised:**

(a) To carefully read the General Information (GI) of the KCCP,

(b) To fill only in typewritten except for signature,

(c) To fill in the form in **English**,

(d) To use "√" or "x" to mark the (   ) options,

(e) To attach your photographs,

(f) To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,


**In submitting the Application Forms and attached documents, please make sure:**

(g) To prepare a copy of your passport,

(h) To confirm the application procedure stipulated by your government,

(i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and

(j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.

Japan International Cooperation Agency

**CHECK LIST before submission:**

| Items | Form No. | Check |
|---|---|---|
| 1.   Fill in all items in typewritten | All the forms | |
| 2.   Your signature | Form 3, 4 | |
| 3.   Signature of your supervisor* | Form 1, 2 | |
| 4.   Official stamp of your organization | Form 1 | |
| 5.   Your photo | Form 3 | |
| 6.   Attach a copy of passport (Machine Readable Zone) | - | |
| 7.   Attach the required document(s) as instructed in the GI | - | |

*Supervisor: the head of the department/division of your organization

JICA  Japan International Cooperation Agency

**CONFIDENTIAL**

Application form for the JICA Knowledge Co-Creation Program:

# Form1. OFFICIAL APPLICATION FORM

*To be signed by your supervisor (the head of the relevant department / division of your organization).*

**1. Course Title** (as shown in the GI)

|  |
|  |

**2. Course Number** (the number as "xxxxxxxxxJxxx "shown in the GI)

|  |
|  |

**3. Course Duration**

From [            ] to [            ] (DD/MM/YYYY)

**4. Country**

|  |
|  |

**5. Organization**

|  |
|  |

**6. Name of the Nominee(s)**

| 1) | 3) |
|---|---|
| 2) | 4) |

**7. Confirmation by the organization in charge**

Our organization hereby applies for the Knowledge Co-Creation Program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

| Date: |  | Signature: |  |
|---|---|---|---|
| Name: |  |  |  |
| Title / Position |  |  | Official Stamp |
| Department / Division |  |  | |
| Office Address and Contact Information | Address: |  | |
|  | Tel: | E-mail: | Fax: |

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**(If necessary) Confirmation by the organization in charge**

I have examined the documents in this form and found them true. Accordingly, I agree to nominate this person(s) on behalf of our government.

| Date: |  | Signature: |  |
|---|---|---|---|
| Name: |  |  | Official Stamp |
| Title / Position |  |  | |

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| Department / Division | | |
|---|---|---|

Application form for the JICA Knowledge Co-Creation Program

# Form2. NOMINATION FROM THE ORGANIZATION

***To be signed by your supervisor (the head of the relevant department / division of your organization).***

### 1. Reason for nominating the Applicant

Please describe the reason(s) why the Applicant was selected, referring to the following points; 1) Program requirement, 2) Capacity/Position, 3) Future plan to be done by the Applicant after the KCCP, 4) Future plan of your organization and 5) Others.

### 2. Expectation and Future Plan of Actions

Please describe how your organization shall make use of the expected achievement of the Applicant after the program, in addressing the said issues or problems.

By nominator (head of relevant department/division)

| Date |
|---|
| |
| Name and Title/Position |
| |
| Signature |
| |

4

![JICA logo] Japan International Cooperation Agency

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# Form3. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

**1. Course Title:** (as shown in the GI)

**Attach here your photo**

**(taken within the last six months)**

**Size: 4.5x3.5cm**

**2. Course Number:** (the number as "xxxxxxxxxJxxx "shown in the GI)

### 3. Personal Information on Applicant

**1) Name of Applicant (as shown in the passport)**

*Please type the name as shown in the passport carried. The information will be used for flight arrangements.

**Family Name /Surname**

| | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

**First Name**

| | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

**Middle Name**

| | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

| **2) Nationality** (as shown in the passport) | | | |
|---|---|---|---|
| **3) Sex** | ( ) Male | | ( ) Female |
| **4) Date of Birth** | **Date** | **Month (ex. April)** | **Year** |

For Date of Birth row with Age column:

| | Date | Month (ex. April) | Year | Age (as of the date of the form) |
|---|---|---|---|---|
| **4) Date of Birth** | | | | |

**5) Passport/Visa**

| Passport possession | ( ) Yes | ( )No | Expiry date of passport | Date | Month | Year |
|---|---|---|---|---|---|---|
| USA visa possession* | ( ) Yes | ( )No | | | | |

**Applicants from Latin American and the Caribbean Countries only.**

## 6) Contact Information

| Private | Address: | |
|---|---|---|
| | TEL*: | Mobile*: |
| | FAX*: | E-mail: |
| Office | Address: | |
| | TEL*: | Mobile*: |
| | FAX*: | E-mail: |
| Emergency Contact | Name: | |
| | Relationship to you: | |
| | Address: | |
| | TEL*: | Mobile*: |
| | FAX*: | E-mail: |

*Please fill it out from country code for telephone, mobile, and fax number.

## 7) Present Position

| Organization | |
|---|---|
| Year that entered the organization | |
| Department / Division | |
| Title | |

| No. of years of service in the present position | Years | From (Month/Year) |
|---|---|---|
| | | |

| Type of Organization | ( ) National Government ( ) Local Government ( ) Public Enterprise<br>( ) Private (profit) ( ) NGO/Private (Non-profit) ( ) University<br>( ) Other : _____ |
|---|---|
| Number of employees | |
| Home Page Address | |

【Questionnaire on Relationship with the Military】
**\*If your organization and/or your status is related to the Military, please mark with ✓ or X below in the ( ) which best describes the relationship.**

( ) the Military, an active military personnel or a military personnel listed in the muster roll/military register

( ) an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register

( ) the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense

( ) an civilian organization but with military personnel or a military division within the organization

( ) an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment

JICA Japan International Cooperation Agency

## 4. Experience and Eligibility

### 1) Career Background (After graduation and before taking the present position)

*Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.*

| Organization | City/Country | Period | | Position or Title and Department/Division | Brief Job Description |
|---|---|---|---|---|---|
| | | From Month/Year | To Month/Year | | |
| | | | | | |
| | | | | | |
| | | | | | |

### 2) Academic Background (University, College or Higher Education)

| Institution | City/Country | Period | | Degree | Major |
|---|---|---|---|---|---|
| | | From Month/Year | To Month/Year | | |
| | | | | | |
| | | | | | |
| | | | | | |

### 3) Experience of Training or Study in Foreign Countries (including all the training experience in JICA's programs)

*Only Applicants for KCCP (Group and Region Focused) are required to fill in this part.*

| Institution | City/Country | Period | | Field of Study / Program Title |
|---|---|---|---|---|
| | | From Month/Year | To Month/Year | |
| | | | | |
| | | | | |
| | | | | |

### 4）Language Proficiency (Self-Assessment)

| 1) Language to be used in the course (as shown in GI) | | | | |
|---|---|---|---|---|
| Listening | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
| Speaking | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
| Reading | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
| Writing | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
| Language Test Scores if any (ex. TOEFL, TOEIC, etc.) | | | | |
| 2) Mother Tongue | | | | |

| 3) Other languages ( ) | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
|---|---|---|---|---|

| Excellent | Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays. |
|---|---|
| Good | Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation. |
| Fair | Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation. |
| Poor | Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses. |

## 5. Background and Purpose of Application

1) **Current challenges in the organization in relation to the theme of the KCCP you are applying:**
   Describe the issues that your organization/department intends to tackle by participating in this program.

2) **Main duties of Applicant:** Describe your main duties and responsibilities in relation to this program.

3) **Relevant Experience of Applicant:** Describe previous occupational experiences that is highly relevant in this program.

4) **Your individual Goal:** Elaborate on your plans to apply the lessons learned from this program to your organization.

**5)** **Area of Interest and/or your expectation:** Specify your particular interest with reference to the contents of this program.

By Applicant

| Date |
| --- |
| Name and Title/Position |
| Signature |

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# Form4. TERMS AND CONDITIONS

## 1. General Rules

The participants are requested:

(1) to strictly observe the course schedule,

## 2. Privacy Policy

The participants are requested to understand Privacy Policy of JICA as follows.

(1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this Privacy Policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide information to a third party that can be used to identify individuals, with the following three exceptions:

(a) legally mandated disclosure requests;

(b) the information provider grants permission for information disclosure to a third party;

(c) JICA commissions a party to process information collected, in which case the information provided will be within the scope of the commissioned tasks.

(1) Security Notice

JICA takes any measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

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\*Information Security Policy of JICA in relation to Personal Information Protection

■ JICA will properly and safely manage personal information collected through Application Forms in accordance with JICA's Privacy Policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgation, loss or damages of such personal information.

■ Unless otherwise obtained approval from the Applicant him/herself or there are valid reasons such as disclosure under the laws and ordinances, etc. and except for the reasons 1-3 below, JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in 1-3 below and will not use the information for any purposes other than those described in 1-3 below without prior approval of the Applicant him/herself.

1. To provide the KCCP to Participants.
2. To provide the KCCP to Participants under the Citizens' Cooperation Activities.
3. In addition to 1 and 2 above, if the government of Japan or JICA determines it necessary in technical cooperation.

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※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);

JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

## 3. Copyright Policy

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scope approved by each copyright holder.
   If the participants apply to online KCCP, the participants shall also comply with terms of use of copyrighted works for the online KCCP that are shown on the JICA website.
   (https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

2. All the documents for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use a third party's work (reproduction, photograph, illustration, map, figures, etc.), which is protected under the laws and regulations in the participants' country or copyright-related multinational agreements, the participants shall obtain a license to use the work within the scope approved by the copyright holder.

3. The participants shall agree that JICA may use the documents prepared by the participants (including but not limited to reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, as reference for other KCCP courses and project formulation).

## 4. Portrait Right Policy

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:
・ Use on the website or in SNS administrated/operated by JICA,
・ Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,
*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.
It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each Participant.

# DECLARATION (to be signed by the Applicant)

・I understand and fully agree to the following terms and conditions set forth above.
  1. General Rule
  2. Privacy Policy
  3. Copyright Policy

・I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.

・I understand the intention of JICA on "4.Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:
  ☐ Agree ／ ☐ Disagree

・I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

| |
|---|
| Date |
| Name and Title/Position |
| Signature |

# Application materials checklist

Applicant's Name: _____

Please enclose this checklist in your application. Please be sure to submit all the following documents check(✓) the items you enclosed. In case you are not able to submit any document by the deadline, please write the estimated date you will be able to submit.

| | Application documents to JICA | Check(✓) | Check point |
|---|---|---|---|
| 1 | Application materials check list | | Are all document attached? |
| 2 | JICA Application Form for Knowledge Co-Creation Program (Appendix-2) | | Is the full name written as shown on the Passport? (National ID is acceptable if the applicant does not own a Passport) |
| | | | Is the date of birth same as on the Passport or ID? |
| | | | Is your age between 22 to 39? (if not, consult with JICA overseas office in your country) |
| | | | Is the name of organization, department, and position correctly mentioned? (No abbreviation is allowed) |
| | | | Is the working history and period correctly filled? |
| | | | Is the name of the degree same as in the "University Diploma" and "Academic Transcript"? |
| | | | In the Declaration Form, is the signed date within the application period? |
| 3 | Application Form for SDGs Global Leader for JFY2020 (Appendix-3) | | Is the research plan written with enough amount of words? (Extreme lack of words may not be accepted) |
| | | | Is the "Title", "Introduction", "Main Body" and "Conclusion", respectively followed? |
| | | | If yes in Medical History 1(a), is the doctor's letter (written in English) attached? The letter should describe current status of the applicant's illness and has a consent for an applicant to join the program healthy. |
| 4 | Graduation certificate | | Is the name and date of birth as shown on the Passport or ID? If not, please describe the reason in the letter. |
| | | | If not written in English, is the official English translation attached? |
| 5 | Academic transcript | | Is the notary seal affixed to Academic Transcript for all the grades earned in the university? |
| | | | Is the name and date of birth as shown on the Passport or ID? If not, please describe the reason in the letter. |
| | | | If not written in English, is the official English translation attached? |
| 6 | Photocopy of certificate of English Test | | |
| 7 | A copy of Passport with photo | | Is the copy of valid Passport (or National ID) attached? |
| | | | If not written in English, French, Portuguese or Spanish, is the official English translation attached? |
| 8 | 2 ID photos (4cm × 3cm) pasted on application form (Original and copy) | | Is the applicant's photo attached on the Application form? |