

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		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?
			for Master's program thirty five (35) years of age or under/ for Ph.D. programs forty (40) years of age or under in principle (As of April 1st, 2023) (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?
			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?
3	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?
4	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?
5	Photocopy of certificate of English Test		This has be be attached if your desired university requires to submit at the time of "pre-application matching".
6	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?
7	2 ID photos (4cm × 3cm) pasted on application form (Original and copy)		Is the applicant's photo attached on the Application form?