

**SDGs Global Leader JFY2023**  
 (JICA Knowledge Co-Creation Program)(KCCP)  
 (JICA Development Studies Program)  
**APPLICATION FORM**

Reg.No

**Instruction**

1. Handwritten form is NOT acceptable
2. Fill in the form in English
3. It is a MUST to fill all the YELLOW columns (Please write "N/A" if not applicable)
4. Write years in western calendar
5. Write proper nouns in full without abbreviation
6. Check your application form using the check list at the bottom of this application form
7. Print out all pages after entering required information in all questions
8. Obtain Signature(s) of the applicant's present organization (if necessary, digital stamp/signature is

**1. Personal Information**

1-1. Course

SDGs Global Leader JFY 2023
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Color Photo  
(4cmx3cm)

Paste your photo  
taken within  
6 months.

1-2. Number (Not need to fill in. JICA will inform after selection Procedures)

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1-3. Information about the applicant

Family Name					
First Name					
Other Name (If any)					
Sex <small>for Visa application</small>		Date of Birth (Day/Month/Year )			
Nationality		Age (As of 1/4/2022)			
Resident Country					
City/Town		TEL (Primary)			
State/Province		TEL (Secondary)			
Email			Passport possession		

1-4. Contact Person in Emergency (2 people)

1	Name			Relationship		
	Province & Country		TEL		Email	
2	Name			Relationship		
	Province & Country		TEL		Email	

**2. Educational Background (Higher Education)**

Name of School	Province, Country	From (Month)/(Year)		Type of Academic Degree Obtained	Major
Faculty / Department		To (Month)/(Year)			
		From	/		
		To	/		
		From	/		
		To	/		
		From	/		
		To	/		
		From	/		
		To	/		

If the schooling years does not match with the regular academic period, please write the reasons to make a supplement or explanation for the above Educational Record.

Remarks	
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1) Language Proficiency

English Proficiency	Listening	
	Speaking	
	Reading	
	Writing	
	Certificate (Please specify Name of Certificate) ex. TOEFL, IELTS	
Score points obtained		
Mother Tongue		

**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.

2) Have you ever been awarded a scholarship for studying abroad?

	Name of scholarship				
	Duration	From	/	To	/

3) Are you currently applying for any scholarship(s), other than SDGs Global Leader Program?

	Name of scholarship				
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4) Have you ever participated in any training course in your country or abroad including any offered by JICA?

	Name of the course				
	Country you visited		Name of the institution or agency		
	Duration	From	/	To	/
	Name of the course				
	Country you visited		Name of the institution or agency		
	Duration	From	/	To	/
	Name of the course				
	Country you visited		Name of the institution or agency		
	Duration	From	/	To	/

### 3. Present Organization and Nomination

#### 3-1. Present Organization and Position

Type of Organization			if others, specify	
Organization				
Department / Division				
Position				
Date of employment	/	/	Date of assignment to the present position	/
Province & Country		TEL		Email

Categories of Organization	Types of Organization	Description
A. Private Sector	Private	Private company including Private school
B. Ministry / Government Institution	National Government	Ministry or Federal Institution
	Local Government	Governmental Institution run by state/province or city/town
	Public Enterprise	Government-owned corporation or facilities
C. Higher Education and TVET	University	Either public or Private University
D. Others	NGO/Private(non-profit)	NGO or non-profit organization
	Self-employed	Freelancer (if you own a company, chose "Private")
	Fresh Graduate	Just graduated or will Graduate soon from University and not working
	Unemployed	not working
	Others	Any status not applying to all above


#### 3-2. Questionnaire on Relationship with the Military / the Ministry of Defense

\*Please check the box with ✓ below which best describes your organization and the relationship with the Military.

<input type="checkbox"/>	the Military, an active military personnel or a military personnel listed in the muster roll/military register
<input type="checkbox"/>	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
<input type="checkbox"/>	the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense
<input type="checkbox"/>	an civilian organization but with military personnel or a military division within the organization
<input type="checkbox"/>	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
<input type="checkbox"/>	No, I do not have any relationship with the Military / the Ministry of Defense

3-3. Confirmation of the nomination by the applicant's present organization


I agree to nominate this person as qualified nominees to participate in the programs on behalf of our organization.

Date		Signature	
Name			
Department / Division			
Position			
TEL			
Email			

\* This confirmation is necessary if the applicant's present organization is the ministry / government institution or any higher education and TVET institution

**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			
Department / Division			
Position			

**4. Work Experience**

Provide the information of your work experience following the most recent one after graduation from higher education.

The first row (most recent one) will be filled automatically if 3-1 Present Organization and Position is correctly filled.

\* In "To", please write the month and year as of you apply for this program.

Organization	Department	Position	Period of Working	From / To	Full / Part Time	Type of Org.
				From /		
				*To /		
				From /		
				To /		
				From /		
				To /		
				From /		
				To /		
				From /		
				To /		

**\*\*For the types of organization, please choose from the followings:**

- A. Private Sector
  - B. Ministry / Government Institution
  - C. Higher Education and TVET (Technical and Vocational Education and Training) Institutions
  - D. Others (non-profit organization etc.)
- \*For the details of description of each type of organization, please refer to "Categories of Organization" in 3. Present Organization and Nomination)

## 5. Declaration

I Declare to apply for SDGs Global Leader with a full understanding of the "General Information", especially the articles stipulated below:

### (1) APPLICATION

1. all the information answered and provided in this application form by me, is true and accurate to the best of my knowledge and ability. My application will be cancelled if any information is proven to be false.
2. all the information provided by me in this application form had been approved by my supervisor in my organization (Required only for Governmental Officials (including public organizations) and/or Educators.)
3. an application form which is incomplete or missing any necessary document(s) will be deemed ineligible and not considered.
4. the selection procedure and results rest entirely with JICA as the secretariat of ABE Initiative. No inquiries or objections by applicants regarding the result of the selection process will be considered.
5. Submission of a master's thesis is optional for doctoral candidates

### (2) OBJECTIVE OF THE PROGRAM

- (2-1) When I am accepted for the SDGs Global Leadership Program, I agree
- 2-1-1. that the objective of the program which is written in G.I. Therefore, I will participate in additional programs as being instructed in G.I if necessary.
  - 2-1-2. that I am required to contribute to the development of my nation's long-term good relationship with Japan after completing the course in Japan,
  - 2-1-3. that the objective of the program is not provision of employment in Japan upon completion of the program.

### (3) JICA' s GUIDELINES

#### 【General Rules】

The accepted applicants/participants of KCCP are required

1. to understand that participants must physically come to Japan to participate in this program at the date designated by JICA,
2. not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
3. not to change course subjects or extend the course period,
4. to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months,
5. to return to their home country on the designated flight by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is not successful on the regular course examination,
6. to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
7. to observe the rules and regulations of the program implementing partners to provide the program or establishments,
8. not to engage in political activities, or any form of employment for profit,
9. to discontinue the program, should the participant violate Japanese laws or JICA's regulations, or commit illegal or immoral conduct, or become critically ill or seriously injured and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care expenses described in the table of "11. Expenses To be borne by JICA,"
10. to return the total amount or a part of the expenditure for KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
11. not to drive a car or motorbike, regardless of an international driving license possessed,
12. to observe the rules and regulations at the place of the participants' accommodation,
13. to refund allowances or other benefits paid by JICA in the case of a change in schedule,
14. to accept that the Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan,
15. to submit a Health Certificate in JICA format at the participant's expense. The certificate must be the results of health check-up at the time the participant applied to the entrance examinations (within 6 months before arrival in Japan),
16. to accept to submit a second Health Certificate in JICA format if the participant will not be able to arrive within 6 months from the date of his/her first medical examination. The cost of the Health Certificate will be borne by JICA only if the delay is not due to the participant's personal reasons,
17. to be in good health to participate in the program. In order to reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest when declaring "Medical History" prepared in "Application Form Annex,"
18. not to be receiving nor plan to receive another scholarship during the program,
19. to understand not to make other applications for different JICA training courses at the same time, and
20. to understand that the maximum duration of "Overseas research" and "Temporary Leave (leave Japan for private purpose)" is 90 days.

#### 【Privacy Policy】

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

#### (1) Scope of Use

Personal information specified in this form will be stored, used, or analyzed by JICA only within the scope of conducting and supervising JICA's technical training(long-term) (selection, coordination, travel and life support of the participants in Japan) which is stipulated in Article 40, Paragraph 3 of the Japan International Cooperation Agency Organization Regulations. The personal information contains also medical history information and health certificate.

JICA will provide the personal information to the universities that the applicants wish to enroll.  
Once the candidate is accepted by a university, JICA will make a contract for the implementation of the program with that university.

JICA will not use the acquired personal information for purposes other than the above.  
JICA will take safety management measures for the acquired personal information and manage it appropriately in accordance with the privacy policy and internal rules.

#### (2) Provision of acquired personal information to a third party

JICA shall never provide personal information to third parties except as required by law.  
However, in the following cases, we will provide personal information and will take the following measures.

##### (a) In the case of contracted universities for the implementation of the program

The use of the personal information is limited to the scope of the commissioned tasks (implementation of the program) and JICA will request the commissioned party to take safety management measures and manage it appropriately, and will confirm the implementation status.

##### (b) In the case of uncontracted universities for the purpose of admission screening

The use of the personal information is limited to the admission screening of the applicants by universities (career, academic background, research plan, medical history information and medical certificate), and JICA will notify the applicants of the name of the universities to which the information is provided and the privacy policy of the universities at the time of its provision.

**【Security Notice】**

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

\*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 divulgence, 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.

※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).

**【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](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).

**【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.

- I understand and fully agree to the following terms and conditions set forth above.
- 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 "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:

\*\*\*Please check the box whether you are AGREE or DISAGREE.

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

Name of Applicant:

Signature: \_\_\_\_\_

DATE (Day / Month / Year): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



### Check List

Please check the following **BEFORE** printing

Page	Check Point	Applicant	JICA
All	Are all the Yellow columns (MANDATORY to answer) filled out?		
1	Is the full name written as shown on the Passport? (Check the spelling) (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, check qualified age at JICA overseas office in charge of your country)		
2	Is the name of supervisors chosen from the professor list in the University Information List?		
	If applying for PhD(SDGs course, is the section "supervisor of choice " filled out? <del>Did you check the column AC and/or AD of the University Information List or I of Applicant's version for the</del> deadline of Submission Period of Application Documents to the general entrance examination at your choice of course? Please note that some universities/courses have earlier application deadline that ends before the end of January. In this case, you need to apply for the general entrance examination of the course directly and will not take the <del>Pre-application matching for the course.</del>		
3	Is the schooling years corresponded to the years specified in University Diploma and Academic Transcript?		
	Is the name of the degree same as in the "University Diploma" and "Academic Transcript"?		
	If the schooling years does not match with the regular academic period, is it explained in the Remarks column?		
4	Is the applicant applying for any scholarship other than SDGs Global Leader Program?		
5	Is the name of organization, department, and position correctly spelled out? (No abbreviation is allowed)		
	Is your present organization related to the Military / the Ministry of Defense?		
6	Is the working history and period correctly filled out? ·Any employment before university completion is not considered as working history. ·Only full-time working with acquisition of diploma, such as night school, is approved as working experience.		
7	In 5. Declaration, has your answer chosen to check the box of either Agree or Disagree?		
Word File for Annex. 2 Research Plan and Career Plan	Is the research plan written with more than 700 words in accordance with Rules of Outline of Research Plan as instructed in Annex. 2-1 Research Plan? (Extreme lack of words may not be accepted)		
	Is the research plan written with the "Title", "Introduction", "Objective" and "Conclusion", respectively followed by Rules of Outline of Research Plan as instructed in Annex. 2-1 Research Plan?		

Please check the following **AFTER** printing

Page	Check Point	Applicant	JICA
All	Is there a signature on the bottom-right corner of all pages?		
1	Is the applicant's photo attached on the Application form?		
5	Are the official stamp and signature of the current organization affixed in 3-3.?		
8	In the Declaration Form, is the signed date within the application period?		
University Diploma	Is the notary seal* affixed to University Diploma? The copied document of original one is approved only with the original notary seal affixed. *The notary seal: To officially notarize the copied document, affixed by authorized public institutions or lawyers.		
	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?		
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?		
Copy of Passport(ID)	Is the copy of valid Passport (or National ID) attached?		
	If not written in English, is the official English translation attached?		
ID Photo	Is the applicant's photo (4cm x 3cm) attached on Page 1 of Application Form?		
(If applied, Physician's Certificate)	If yes answered in any question in Annex. 3 Medical History, is the Physician's Certificate (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.		

Please check the following **BEFORE** submission

Page	Check Point	Applicant	JICA
All	Are all documents and attachments included? •Application Form, •Annex1(Declaration of desired universities), •Annex2 (Research Plan and Career Plan), •University Diploma (and Official English translation if the documents are issued other than English), •Academic Transcript(and Official English translation if the documents are issued other than English), •Copy of Passport/ID(and English translation if necessary), •Physician's Certificate (If required after answering questions in the Medical History), •Official English Proficiency Certificate as required by the desired university. •Master's Degree Thesis (if any)		

Name of Applicant:

## 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) TITLE of your Master's or Doctor's thesis

(b) INTRODUCTION (1 paragraph):

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) MAIN BODY (approximately 3 paragraphs):

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) CONCLUSION (1 paragraph):

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 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.

## **Career Plan after Graduation**

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

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