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வளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

இதல், நடுவகையாடல் கூற தார்பனை சாபிதகைய
මහලේකම් කාර්යාලය (3 වැනි මහල), තැ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව
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Ministry of Finance, Planning and Economic Development
The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Website: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය
எனது இல
My No

TA/JICA/L/05/26

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

22nd September 2026

Attn: Officer In-charge of Foreign Training

Secretary to the President / Presidential Secretariat
Secretary to the Prime Minister / Prime Minister's Office
Secretary/ Office of the Cabinet of Ministers
Secretary General/ Sri Lanka Parliament
Heads/ All other Special Spending Units
Secretaries / All Ministries
Chief Secretaries / All Provincial Councils
District Secretaries/ All District Secretariats



ICTA
web

Invitation for Nominations:

JICA Knowledge Co-Creation Program (Long Term Training) Request Nominations for "SDG's Global Leader Program" JFY 2027 (Master's/PhD Degrees in Japan)

- Master: from September 2027 to September 2029 (2 years)
- Ph.D.: from September 2027 to September 2030 (3 years)

We are pleased to inform you that the Japan International Cooperation Agency (JICA) has invited nominations for the above-mentioned Long-Term Training Programme, which is scheduled to commence in Japan in September 2027.

The Programme aims to develop highly qualified human resources capable of contributing effectively to policy formulation, implementation, institutional development, and the resolution of key development challenges in their respective sectors, while further strengthening the longstanding partnership and cooperation between Japan and partner countries.

The Master's and Doctoral Degree Programmes offered under this initiative provide an exceptional opportunity for Ministries, Departments, and other Government institutions to strengthen the professional, technical, and leadership capacities of their officers. It is expected that the knowledge, skills, and experience acquired through these programmes will contribute meaningfully to institutional performance, public sector capacity development, and the achievement of national development priorities.

Accordingly, you are kindly requested to disseminate this information among eligible officers within your Ministry/Institution and affiliated institutions and to encourage suitably qualified candidates to submit their applications in accordance with the prescribed guidelines and procedures. The General Information (GI) Booklet, Important Notice to Applicants, relevant Application Forms, and all other related documents referred to in this letter are enclosed herewith for your information, reference, and necessary action.

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பணிப்பாளர் நாயகம்
Director General

94-11-2484693

කාර්යාල
அலுவலகம்
Office

94-11-2484500
94-11-2484600

ෆැක්ස් අංකය
தொலை நகல்
Fax

94-11-2447633
94-11-2387153

2024

1. Submission of Nominations

You are kindly requested to ensure that all nomination documents are forwarded to the Department of External Resources (ERD) on or before 2.00 p.m. on 14 October 2020 in order to enable the Department to process the nominations and comply with the deadline stipulated by JICA.

Please note that the above deadline will be strictly observed. Applications received after the stipulated deadline or incomplete applications or applications submitted without the required supporting documentation will not be considered for further processing.

Accordingly, nominating Ministries/Institutions are requested to carefully review the following guidelines and requirements prior to commencing the nomination and application process.

2. Documents to be Submitted

Each nomination submitted to ERD shall comprise the following:

- 2.1 A nomination letter from the respective Line Ministry/Institution prepared in accordance with the requirements specified under Section 3 below;
- 2.2 A duly completed Application Form and all other required documents, together with an additional copy of each document;
- 2.3 A copy of the relevant pages of the applicant's passport;
- 2.4 A copy of the official English-language test score certificate;
- 2.5 Two (02) passport-size photographs measuring 4 cm x 3 cm, attached to the Application Form, together with the required original and copy; and
- 2.6 A duly completed ERD Form, available on the ERD website.

Nominating Ministries/Institutions are requested to carefully verify the completeness, accuracy, and authenticity of all documents prior to submission.

3. Requirements Relating to the Covering Letter

To facilitate the efficient processing of nominations and minimize administrative delays, each nomination shall be accompanied by a covering letter duly signed by the Secretary of the relevant Line Ministry or, on behalf of the Secretary, by a senior officer duly authorized for this purpose.

In the case of an institution that does not come under a Line Ministry, the covering letter shall be signed by the Head of the respective Department, Agency, or Institution.

The covering letter shall clearly state and/or confirm the following, together with the name and designation of the officer providing such confirmations:

- 3.1 The reference number of this letter;
- 3.2 Probationary officers are not eligible to apply for long-term foreign training programmes. Notwithstanding the foregoing, a probationary officer/ lecturer serving in a university where the successful completion of a higher postgraduate qualification is a mandatory requirement for confirmation in service may be considered for nomination, provided that the nominating institution and the relevant Line Ministry expressly undertake responsibility for granting the necessary leave and releasing the officer to participate in the Programme for its entire duration, if selected. Such undertaking shall be clearly stated in the covering letter. The relevant Line Ministry shall further undertake responsibility for ensuring that the nominee enters into and complies with the bond agreement to be executed with the Government of Sri Lanka and shall take all necessary measures to ensure the fulfilment of the obligations arising therefrom.

- 3.3 Confirmation that the nominee satisfies all eligibility requirements of the Programme;
- 3.4 Confirmation that all required application forms and supporting documents have been duly completed, verified, and properly attached;
- 3.5 Confirmation that, if selected, the nominee will be released from his/her official duties and granted the necessary leave to participate in the Programme for its entire duration; and
- 3.6 The following declarations and acknowledgements, duly obtained from and endorsed by the nominee, shall be clearly indicated and attached to the application:
 - 3.6.1 Confirmation that the nominee undertakes to return to Sri Lanka upon the successful completion of the Programme and resume duties in the service of the Government of Sri Lanka.
 - 3.6.2 Confirmation that the nominee acknowledges and understands that, if selected for the Programme, he/she shall be required to enter into a mandatory bond agreement with the Government of Sri Lanka, undertaking to serve the Government for a stipulated minimum period upon completion of the Programme.
 - 3.6.3 Confirmation that the nominee agrees to fully comply with and honour all terms and conditions of the bond agreement and acknowledges that, in the event of any breach, violation, or failure to fulfil the obligations stipulated therein, he/she shall be liable to reimburse the full amount specified under the bond, including all costs and expenses incurred by the Governments of Sri Lanka and Japan in connection with the Programme, in accordance with the provisions of the bond agreement.
 - 3.6.4 Confirmation that the nominee acknowledges that any failure to comply with the terms and conditions of the bond agreement may result in appropriate administrative or disciplinary action, as well as restrictions on eligibility for future foreign training opportunities, in accordance with the applicable rules, regulations, and government procedures.

4. General Information and Requirements

Nominating Ministries/Institutions are kindly requested to ensure that all nominations fully comply with the provisions of TA Circular No. 2013/2014 of the Ministry of Finance and Planning dated 24 October 2013, together with any subsequent amendments, additions, or revisions thereto.

Institutions are further requested to carefully scrutinize and verify all applications prior to submission in order to facilitate timely processing and avoid delays that could result in the loss of valuable training opportunities.

Applicants are strongly advised to thoroughly review the eligibility requirements, Programme conditions, and duration of the study programme offered by their selected university prior to submitting an application.

Applicants should also carefully review the GI Booklet for comprehensive information regarding the Programme.

5. University Consultation Process

In order to facilitate clear and efficient communication during the university consultation process under the Programme, applicants are requested to use only the Preliminary Consultation Form provided by JICA and to strictly follow the instructions contained therein when undertaking pre-consultation with their preferred universities, where applicable.

Applicants should not submit or share any additional documents or information with universities during this pre-consultation stage unless specifically requested through the prescribed procedures.

6. Consistency of Applicant's Name

The use of different formats or variations of an applicant's name may result in administrative difficulties and discrepancies during application processing. Therefore, applicants are kindly requested to ensure that their names

are stated exactly as they appear in their passports throughout all application documents, official correspondence, and related documentation.

7. JICA Briefing Session

Please be informed that the JICA Sri Lanka Office is expected to conduct an online briefing session for interested groups and prospective applicants during the first or second week of October 2026 to provide guidance on the application process.

Prospective applicants are therefore strongly encouraged to review the Important Notice to Applicants and make the necessary arrangements to participate in the briefing session.

8. Internal Approvals and Commitment to Participate

Nominating Ministries/Institutions must ensure that all necessary internal approvals have been obtained prior to the submission of any nomination. Nominees should also be fully informed of the requirements and conditions of the Programme and provide a firm commitment to participate if selected.

Prior to submitting a nomination, the nominating Ministry/Institution shall satisfy itself that:

- 8.1. The nominee is available to participate in the Programme for its entire duration;
- 8.2. The nominee can be released from his/her official duties and granted the necessary leave for the entire duration of the Programme if selected; and
- 8.3. All relevant institutional approvals and commitments have been secured.

Withdrawal after selection shall be permitted only under exceptional and unavoidable circumstances. Nominating Ministries/Institutions are therefore expected to exercise due diligence before submitting nominations.

Withdrawals arising from circumstances that could reasonably have been anticipated or addressed prior to nomination may adversely affect Sri Lanka's credibility and reputation in its engagement with development partners, result in the loss of valuable training opportunities allocated to Sri Lanka, and affect future capacity-development opportunities made available to Sri Lankan officials.

Accordingly, the submission of a nomination shall constitute a firm commitment by both the nominee and the nominating Ministry/Institution to participate in the Programme if selected. Such commitment is expected to be honoured except where withdrawal becomes necessary due to genuinely exceptional and unavoidable circumstances.

9. Age Criteria

Nominating institutions are requested to carefully verify the nominee's compliance with the applicable age requirement prior to submitting nominations.

- 9.1. Master's Degree Programme: Applicants should, in principle, be 35 years of age or below as at 1 April 2027.
- 9.2. Doctoral Degree Programme: Applicants should, in principle, be 40 years of age or below as at 1 April 2027.

10. Relevance of the Programme to the Nominee's Duties

- 10.1. Nominating Ministries/Institutions shall ensure that the proposed Programme is closely aligned with the nominee's current duties and responsibilities, as well as the present and future human resource and capacity-development requirements of the institution.

10.2. Nominations should be made with due consideration to the relevance of the selected Programme to the nominee's area of work. Particular attention should be given to ensuring that the knowledge, skills, expertise, and international exposure gained through the Programme can be effectively utilized within the nominee's institution and contribute towards the achievement of institutional objectives and national development priorities.

10.3. Preference should be given to officers who are expected to continue serving in the relevant field, sector, or institution upon completion of the Programme, thereby enabling the effective application, retention, and dissemination of the knowledge and skills acquired through the training.

10.4. The nominating Ministry/Institution shall take appropriate measures to facilitate the effective utilization, transfer, and dissemination of the knowledge, skills, and experience gained by the nominee upon successful completion of the Programme and, wherever practicable, assign duties that enable the officer to apply the acquired competencies for the benefit of the institution and the country.

11. Retention of Copies and Final Selection

Please note that ERD will forward the original applications to the JICA Sri Lanka Office for consideration and will not retain copies of the documents submitted. Accordingly, both nominating institutions and applicants are advised to retain complete copies of all documents submitted for their records.

Please further note that the final selection of participants rests solely with the Government of Japan.

12. Strict Compliance with Requirements

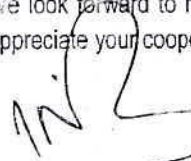
12.1. The above criteria and guidelines have been established to ensure the smooth, efficient, and successful implementation of the Programme while minimizing administrative difficulties for all parties concerned.

12.2. Accordingly, nominating institutions and prospective nominees are requested to carefully comply with all eligibility criteria, documentation requirements, and other applicable conditions prior to submitting applications.

12.3. Any application that does not satisfy the prescribed eligibility criteria, is incomplete, or is unsupported by the required documentation may be returned or may not be considered for further processing.

The Government of Japan has consistently extended valuable opportunities for the capacity development of Sri Lankan public officials through its longstanding development cooperation partnership with Sri Lanka, with a view to strengthening institutional capacities and supporting the socio-economic development of the country. It is therefore expected that officers nominated for this Programme will be committed to the objectives of the Programme and will endeavour to apply the knowledge, skills, expertise, and international exposure gained through their studies towards the advancement of their respective institutions and the achievement of national development goals. In this regard, your assistance in identifying and nominating suitably qualified candidates who are well positioned to derive maximum benefit from the Programme and to effectively contribute to the development of their institutions and the country upon completion would be greatly appreciated.

We look forward to receiving a strong pool of qualified nominations within the stipulated timeframe and highly appreciate your cooperation and support in facilitating the nomination process.


Tharanga Liyanage
Additional Director General
for Director General

Enclose: GI Booklet, Important Notice to Applicants, Application Forms, List of Universities

SDG's Global Leader Program 2027 JFY:

Important Notice to Applicants

(Online Briefing Session)

- To assist your application process, JICA Sri Lanka office will arrange an on-line briefing session. Applicants who are interested to participate in the SDG program could call the following JICA Officials and share your contact details.

1. Mr. Thiagarajah Paramendiren – 0777-827586

E-Mail: thiyagarajahparamendiren.sl@jica.go.jp

2. Ms. Sandra – 0774-462347

E-mail: Sandra.SL@jica.go.jp

Others :

- Please carefully refer attached documents (with Multiple Sheets) for University information and Application Forms
- Do not change the Application Format
- Kindly refer to the attached "conditions for participation" and review them very carefully.
- Applicants may select multiple Universities to which he/she wishes to apply from the Universities that have concluded an agreement on accepting participants on the condition that the candidate passes the entrance examination of the applying University/s. Some University programs close their application deadlines earlier than usual schedule. Please contact JICA Sri Lanka office as early as possible if any candidates want to apply for those programs. Please refer attached University list for details.
- An interview will be arranged by JICA Sri Lanka Office in receipt of application documents for participants who qualifies document screening process. Details of the interview will be directly informed only to qualified applicants by JICA Sri Lanka Office. Applicants who are qualified through the interview will be considered as eligible candidates of SDG Global Leader Program. Candidates who pass the interview process will be required to apply to respective universities in close consultation with JICA Sri Lanka office.
- Applicants should follow guidelines mentioned under General Information attached hereto and submit hard copies of applications documents to reach JICA Sri Lanka office by 18th October, 2026 through ERD. We highly recommend line agencies to share soft copies of application documents by 12th

October, 2026 to sl_oso_rep@jica.go.jp with cc to Sandra.SL@jica.go.jp to expedite application process.

- Participants must obtain confirmation from their respective organizations and secure leave approval at the time of submitting their application.
- Participants are required to use the attached Pre-Consultation format to consult with the University when necessary



JICA Knowledge Co-Creation Program for Long Term Participants (JICA Development Studies Program)

General Information on
SDGs Global Leader
Enrolment 2027 Autumn
(South Asia)

「SDGs Global Leader (2027年秋入学)」

This handout provides an overview of the SDGs Global Leader Program, which is one of Japan International Cooperation Agency (JICA)'s Knowledge Co-Creation Program (Long-Term). The program will be implemented as part of the Official Development Assistance (ODA) of the Government of Japan based on bilateral agreement between respective governments.

The objective of the Knowledge Co-Creation Program (Long-Term) is to offer opportunities to people from developing countries to study at Japanese universities and to help them build their network of people. This is intended to support the human resource development plans of the governments of developing countries and Japan, and eventually to expand and strengthen bilateral ties between the developing countries and Japan.

0. Background

What is JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet revised the Development Cooperation Charter in June 2023, which stated, "In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together." JICA believes that this 'Knowledge Co-Creation Program' will serve as a foundation of mutual learning process.

What is JICA Development Studies Program (JICA-DSP)

Japan is the very first country and still is one of the very few countries that has modernized from a non-Western background to establish a free, democratic, prosperous, and peace-loving nation based on the rule of law, without losing much of its tradition and identity. With such belief, JICA invites future leaders from partner countries to Japan under KCCP and offers them opportunity to learn about Japan's unique modernization and development experiences. This special program is called, JICA Development Studies Program (JICA-DSP).

JICA-DSP is provided to all participants of KCCP during their stay in Japan. JICA will offer participants various opportunities through which they can learn about Japan's modernization and development experiences.

<https://www.jica.go.jp/english/activities/schemes/dsp-chair/index.html>

Voice from participants and alumni

JICA-VAN provides a variety of photos and short videos from participants and alumni. These insights will help you envision your future academic journey in Japan.

<https://jica-van-cms.jica.go.jp/custom/scholarship/jica-scholarship.html>

1. Overview

Until now, JICA has provided training programs as a part of technical cooperation in various fields. In order to strengthen networks between the target countries in respective fields, JICA has been offering long-term training programs to foster young or middle-career government officials, academic researchers and other key leading human resources. These individuals are expected to contribute to the socio-economic development of their respective countries, and to play an active role in influencing policy-making processes in the near future.

The SDGs Global Leader Program was established in Japanese Fiscal Year (JFY) 2019 under the framework of JICA Development Studies Program (JICA-DSP) for the purpose of promoting the cooperation for sustainable development in the world.

This program will offer participants an opportunity to pursue a Master's or Ph.D. degree at a Japanese university, while also participating in specialized courses on Japan's developmental experience through the JICA-DSP. In addition, internships may be arranged as needed to further enhance participants' learning experience.

2. Objectives

- (1) To develop high level human resources who are capable of contributing to effective policy formulation and implementation for tackling developmental issues in their respective fields.
- (2) To establish and strengthen medium and long-term partnership between partner countries and Japan.

3. Course Outline

The course consists of the acceptance of participants from 6 countries from South Asia.

South Asia	Bangladesh, Bhutan, Maldives, Nepal, Pakistan, Sri Lanka
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This handout provides information on long-term programs including Master's degree programs and Ph.D. programs.

Applicants may select the university to which they wish to apply, from among the partner universities which have concluded agreements with JICA to accept participants on the condition that the applicants successfully pass the entrance examination of the selected university. Detailed information on these partner universities will be provided separately.

Proposed research topics should focus on areas that contribute to government policies on sustainable development (Examples: Administration and public policy, finance, public finance management, international politics/diplomacy, regional research, business, international trade/investment, disaster risk reduction, maritime issues etc.)

In addition to curriculums of the Master's and Ph.D. programs, activities such as short-term programs (e.g. Understanding the Japanese Development Experience¹), will be planned in order to enrich participants' academic and personal experiences during their studies at Japanese universities.

4. Duration

In principle, 2 years for Master's program and 3 years for Ph.D. program (depending on the program offered by universities)².

Master: from September 2027 to September 2029 (2 years)

Ph.D.: from September 2027 to September 2030 (3 years)

5. Number of Participants

Country Name	Number
South Asia	11

6. Language to be used in this Program

English

7. Eligibility

Applicants must satisfy the following requirements:

- (1) **Current Duties:** young or middle-career government officials, academic researchers, who are expected to contribute to policy formulation and implementation for tackling sustainable developmental issues in respective fields.
※ Candidates without affiliations are not eligible for acceptance.
- (2) **Nationality:** citizen of the above countries eligible for Japan's ODA
- (3) **Age:**
for Master's programs, in principle, thirty-five (35) years of age or under (As of April 1, 2027).
for Ph.D. programs, in principle, forty (40) years of age or under (As of April 1, 2027.)
- (4) **Educational Background:**
Master's programs: Bachelor's degree or Master's degree holder
Ph.D. programs: Master's degree holder

¹ As part of JICA-DSP, this program is co-organized by GRIPS, IJJ 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 at their home countries and internationally.

² The preparatory period as a research student or credited auditor prior to the regular student up to 6 months may be added.

【長期研修】(2026年7月版)

- (5) **Language:** sufficient English proficiency (in reading, writing, listening and speaking) equivalent to or higher than the scores listed below, as required for the specialized and academic education necessary to complete a Master's or Ph.D. program;
TOEFL iBT: 80
IELTS: 6.5
Duolingo: 120-125
- (6) **Physical Presence:** must physically come to Japan to carry out research activities to complete the program.
- (7) **Health:** to be in good health to participate in the program.
- (8) **Others:** must not be receiving nor plan to receive other scholarships funded by the Government of Japan, such as the Japan Student Services Organization (JASSO), the Japan Society for the Promotion of Science (JSPS), Japan Science and Technology Agency (JST) or the Japan Foundation (JF) during the program.

8. Admissions

Applicants must be selected as JICA's official candidate through JICA's internal selection procedure and must pass the general entrance examination³ of the university to which they have applied to, including examinations to enter the applicants' desired master's degree or Ph.D. degree program.

JICA recognizes women as key agents of change in development and actively encourages applications from women. JICA is committed to promoting gender equality and women's empowerment and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

9. Application Guidelines

Applicants must follow the procedures as described below, which are necessary requirements by both the applicant's Government and the Government of Japan under the framework of the Official Development Assistance (ODA).

- (1) **Procedures and Required Documents for Application:**
Each applicant is required to submit the "Application Documents"⁴ listed in (2) below to the JICA overseas office in charge of the applicants' country.
- (2) **Application Documents**
- 1) **Required Documents for JICA when applicants apply to this program**
- Official Application Form with the authorized signature and official stamp of the organization
 - Cover letter (Official Application Form and Part A: Information on the Applying Organization)

³ The results of JICA's screening procedure and University's general entrance examination will not accept any inquiry.

⁴ Submitted documents will not be returned.

【長期研修】(2026年7月版)

- Personal Information
 - Educational Background
 - Present Organization and Nomination
 - Work Experience
 - Declaration (Terms and Conditions to be agreed by candidate applicants)
 - Checklist
 - Annex.1 Declaration of desired universities placement
 - Annex. 2 Research Plan
 - Annex. 2 Career Plan
 - 2) Graduation certificate
 - Officially certified copies of the original
 - Written in English or accompanied with official translation in English
 - 3) Academic transcript
 - Must contain all the grades earned at the university attended by the applicant
 - Officially certified copies of the original transcript
 - Written in English or accompanied with official translation in English
 - 4) Photocopy of official English test score certificate
 - 5) A copy of Passport or ID with photo (for checking nationality, name, sex, and date of birth).
 - 6) 2 ID photos (4cm × 3cm) to be attached to the application form (Original and copy)
- 2) **Required Documents for university when applicants apply to their preferred university**
Please follow guidance from each university.
- 3) **Required Documents for JICA after applicants apply to their preferred university**
- ① **Health Certificate**
- Must be submitted in JICA format to JICA office of the applicants' country at the applicants' expense, no later than April 30, 2027.
 - The date of Health Certificate should be on or after April 1, 2027.
 - Without the certificate, admission may be rejected.
 - JICA will NOT reimburse the cost to the applicant.
 - This requirement applies to applicants who have passed the pre-matching process.
- ② **Medical History**
- Must be submitted in JICA format to JICA office of the applicants' country, no later than April 30, 2027.
 - Applicants who require assistance due to a disability or medical condition are requested to specify the necessary support in Medical History (1-(c)) so that JICA can make appropriate logistical arrangements or provide alternatives.

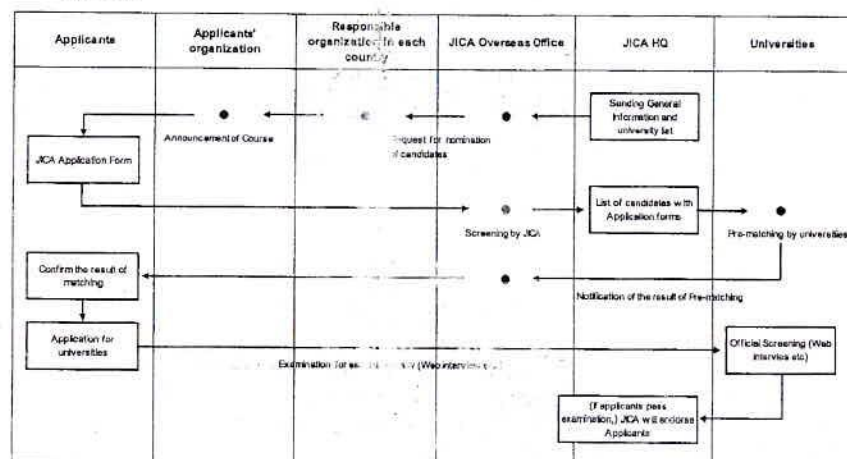
【長期研修】(2026年7月版)

(3) Procedures in General

Based on the above documents, applicants are nominated and approved by their country's government and later approved by JICA.⁵ After this procedure, screening will be conducted at the universities chosen by the applicant.

Please note that universities may reject the applicant's application if the required documents, or the submitted research plan is not accepted by the universities.

Applicants must follow each university's application procedure after the screening. If the applicant decides to withdraw after their official applications to the universities, the applicant must formally inform to the university and JICA overseas office in their country by letter.



(4) Points to be Noted regarding Procedures

Applicants who have passed the pre-application matching process and applied to their selected university are eligible for reimbursement of English proficiency test fees.

Reimbursement may be provided only once, within the same Japanese fiscal year (from 1st April to 31st March of the following year) in which the university entrance examinations are taken. Details of the reimbursement should be consulted with the nearest JICA overseas office in the candidate applicant's country.

⁵The 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.

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JICA shall determine whether the candidate is eligible to participate in training in Japan. JICA shall make a decision on acceptance or rejection based on several factors such as entrance examination results, planned number of participants, medical examination results and others. The reason for the decision will not be disclosed.

10. Schedule

Universities With Pre-application matching Process	
By the Beginning of September, 2026	Nomination of candidate applicants in respective organizations Selection of candidate applicants by responsible organization in each country
By the Beginning of November 2026	Application documents must be submitted to JICA overseas office in applicant's country.
November - December, 2026	Screening by JICA Pre-application matching process by university
By the end of January, 2027	Notification of the results of Pre-application matching process from each university through JICA overseas office
February - June (approximately), 2027	Application to take University's general entrance examination by the applicant University's application procedure *General entrance examination schedule is followed by each university
By the end of April, 2027	Submission of the Health certificate and Medical history in the designated JICA format to the JICA office in the applicant's country
June - July, 2027	Arrival of results of general entrance examination from the university Determination of JICA KCCP (Long-term) participants
June - August, 2027	Preparation for study in Japan if candidate applicant is determined as a KCCP (Long-term) participant
August-October, 2027	Orientation by JICA overseas office before departure Arrival in Japan Orientation by JICA Domestic Offices Beginning of Fall 2027 Term

*Schedule for the application period for the general entrance examination depends on each university.
*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 to the program. See the table below for further details. Note that the payments (e.g., tuition, research support expenses) will not be paid directly to the accepted participants, but directly to the university or other relevant institutions.

Expense category	Payment amount	Payment frequency
Tuition (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**	JPY100,000	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 JPY360,000 per year)	
Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are NOT included).	In accordance with the provisions of the medical insurance	

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

**Only once, after opening bank account in Japan. As it takes several weeks to have the bank account open, it is strongly recommended to bring cash for personal expenses during the period.

***Depending on the accommodation facility. Consultation with the university is required.

****Research Support Expenses are allowed to be provided via the university and will be disbursed subject to consultation and approval by the applicant's supervisor.

12. Expenses Not To Be Borne By JICA

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

- (1) Passport fees (for re-issuance and extensions.)
- (2) Visa fees for transit countries and related transportation expenses to obtain Visa
- (3) Transportation expenses to obtain a Japanese Visa
- (4) Domestic travel expenses within applicant's 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 for transit airport hotel (non-refundable)
- (11) Lost ticket fee
- (12) Accommodation fee for day-use hotel during return travel
- (13) Transportation expenses not related to official programs
- (14) Telephone bill or mini-bar tab at accommodation
- (15) Medical costs related to pre-existing illness, pregnancy, or dental treatment
- (16) Medical cost related to the same illness exceeding 180 days
- (17) National Health Insurance fee

Note: If participants fail to comply with JICA regulations, they may be required to bear any additional necessary expenses.

13. Conditions for Participation

The accepted 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 family members is not recommended until at least six months after the participant's arrival in Japan,
- (5) to return to their home country on a flight designated by JICA, when they finish the program 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 enroll and complete JICA-DS² online courses, when you receive JICA's instructions to do so.

【長期研修】(2026年7月版)

- (8) to comply with the rules and regulations of JICA and the enrolling university. Plagiarism including both direct and self-plagiarism, will be treated as a serious violation and may result in disciplinary actions, including suspension.
- (9) not to engage in political activities, or any form of employment for profit,
- (10) to agree to be discontinued from the program, should the participant (a)violate Japanese laws, JICA's regulations, or University's regulations, (b)commit illegal or any type of immoral conduct including sexual harassment, (c)become critically ill or seriously injured after arrival in Japan.
- (11) to 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,"
- (12) 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,
- (13) not to drive a car or motorbike in Japan, regardless of an international driving license possessed,
- (14) to observe the rules and regulations at the place of the participants' accommodation,
- (15) to refund allowances or other benefits paid by JICA in the case of a change in schedule,
- (16) 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,
- (17) to submit a Health Certificate with Medical History in JICA format to JICA office of the applicants' country at the applicants' expense, no later than April 30, 2027. The date of Health Certificate should be on or after April 1, 2027. JICA will NOT reimburse the cost to the applicants.
- (18) to accept to submit a second Health Certificate in JICA format if deemed necessary by JICA. The cost of acquiring the Health Certificate will be borne by JICA unless it is required due to the candidates' fault.
- (19) to promptly resubmit their medical history, if there are changes in their health condition, such as pregnancy or a pre-existing disease,
- (20) 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 consulting the doctor for their Health Certificate.
- (21) not to be receiving nor plan to receive other scholarships from Japanese government, such as the Japan Student Services Organization (JASSO), the Japan Society for the Promotion of Science (JSPS), the Japan Science and Technology Agency (JST), and the Japan Foundation (JF) during the program,
- (22) to understand not to make other applications for different JICA training courses at the same time,
- (23) to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle.

【長期研修】(2026年7月版)

- (24) to accept to take tuberculosis related inspections organized by JICA after arriving in Japan and to submit the results to JICA and university.
- (25) to approve the following conditions on summary of my thesis;
 - ① Summary of the thesis shall be kept by JICA.
 - ② Summary of the thesis may be read by anyone who made a request to JICA.
 - ③ Summary of the thesis may be used by JICA for publication including the JICA website.
 - ④ Photocopying of the thesis shall be permitted to third parties upon approval by JICA.
- (26) to acknowledge that a leave of absence from school is not permitted in principle,
- (27) to understand that the maximum duration of research student is 6 months for both master's and doctor's courses, and duration of acceptance as a regular student is based on the course years determined by the university,
- (28) to indicate all educational background, including currently enrolled university, if any.
- (29) to understand that the use of Generative AI such as Chat GPT to create Application Forms including Research Plans, and research papers may not be acceptable in accordance with the policies of each university. Any such use may result in rejection of your application or termination of training if identified.



CORRESPONDENCE

For enquiries and further information, please contact your nearest JICA office.



Enrolment 2027 Autumn

(JICA Knowledge Co-Creation Program)(KCCP) for Long-Term Participants
(JICA Development Studies Program)

OFFICIAL APPLICATION FORM

To be confirmed and signed by the head of the relevant department / division of the applying organization

1. Course Title

(South Asia) SDGs Global Leader

2. Country Name

3. Name of Applying Organization:

4. Name of 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

Confirmation by the organization in charge (If there is no Letter from the government nominating the applicant):
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					

Part A: Information on the Applying Organization

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.

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.



(South Asia) SDGs Global Leader Enrolment 2027 Autumn
(JICA Knowledge Co-Creation Program)(KCCP) for Long-Term Participants
(JICA Development Studies Program)
APPLICATION FORM

Reg. No. _____

Instructions

1. Fill in all YELLOW areas (or cells) of this form by computer. (DO NOT handwrite.).
2. Fill in the form in English.
3. All YELLOW areas MUST be filled in. Do not leave these areas blank. Please write "N/A" if not applicable.
4. Write dates in the order of day, month, year (ex.: 31st day of January, 2027 is "31/Jan/2027").
5. Write proper nouns in full without abbreviation.
6. Check your application form using the check lists 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 acceptable).

1. Personal Information

1-1. Course

(South Asia) SDGs Global Leader

Color Photo
(4cmx3cm)Paste your photo
taken within
6 months.

1-2. Information about the applicant

Family Name			
First Name			
Other Name (if any)			
Gender for Visa application	Date of Birth (Day/Month/Year)	/ /	
Nationality	(As of 1/Jan/2027)		
Resident Country			
City/Town	TEL (Primary)	Country Code	
State/Province	TEL (Secondary)	Country Code	
Email	Passport possession		

1-3. Contact Person in Emergency (2 Person(s))

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

2. Educational Background

Instructions

1. Please list all educational background since primary. (Exclude kindergarten education and nursery school education.)
2. Preparatory education for university admission is included in upper secondary education.
3. If you attended multiple schools at the same level of education due to moving house or readmission to university, modify level column and write the schools in the separate rows.
4. Any school years or levels skipped or repeated should be indicated in the Remarks column.
5. End date for Higher Education should match with the date on the graduate certificate which you submit.

Level (Ex.)	Name of Educational Institution (Ex.) Name of Faculty / Department / School	Province / Country	From (Month) / (Year) To (Month) / (Year)	Academic Degree Obtained	Major
Primary Education			From / To		
Lower Secondary Education			From / To		
Upper Secondary Education			From / To		
Higher Education (Bachelor level)			From / To		
Other Higher Education (except Bachelor)			From / To		
			From / To		
			From / To		
			From / To		

Please mark Yes or No about your status.

I have completed the primary, secondary and higher education courses determined by the country listed above.
--

If the period you have entered in 2. Educational Background above does not match a regular academic period, please indicate your reason in "Remarks" below.

Remarks

1) Language Proficiency Indicates your English abilities with reference to the following.

English Proficiency	Listening	
	Speaking	
	Reading	
	Writing	
	Certificate (Please specify Name of Certificate) ex: TOEFL, IELTS	
If Others, specify		
Score points obtained		
Test Dates		Day Month Year
Your 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.

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 tense.

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 (South Asia) CDGs Global Leader Program?

	Name of scholarship				
	The destination country	The timing of the results announcement	Day	Month	Year
	Name of scholarship				
	The destination country	The timing of the results announcement	Day	Month	Year
	Name of scholarship				
	The destination country	The timing of the results announcement	Day	Month	Year

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

3. Present Organization and Nomination

3-1. Present Organization and Position

Categories of Organization	Types of organization	
Name of Organization		
Department / Division		
Position		
Date of employment	/ /	Date of assignment to the present position / /
Province & Country	TEL	Email

Categories of Organization	Type of organization	Description
A. 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
B. Higher Education and TVET	University	Either public or Private University
C. Private Sector	Private	Private company including Private school
D. Others	NGO, NPO, etc (non-profit)	NGO or non-profit organization
	Self-employed	Freelancer (if you own a company, choose "Private")
	Fresh Graduates	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] (FOR ALL THE APPLICANTS)

Please mark Yes or No about your status.

YES	Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register).
YES	Personnel of the Ministry of Defense, or organizations under the Ministry of Defense.
YES	Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency.
YES	Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations.
YES	Personnel of civilian organizations which have divisions to conduct military-related activities.

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

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

Date		Signature	
Name			
Department / Division			
Position			
TEL	Country Code		
Email			

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

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.

Ex: If you applied for this program in the end of October in 2026, please choose October as month and 2026

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

**For the Types of Organization, please choose from the followings:

- A. Ministry / Government Institution
- B. Higher Education and TVET (Technical and Vocational Education and Training) Institutions
- C. Private Sector
- D. Others (non-profit organization etc.)

*For the details of description of each type of organization, please refer to "Categories of Organization" in 3-1 Present Organization and Nomination

5. Remarks

1. Please provide any additional information, if applicable.

--

5. Declaration

I declare to apply for "South Asia" SOGs Global Leader with a full understanding of the General Information, especially the articles stipulated below.

(1) APPLICATION

1. All information entered 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 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 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 SOGs Global Leader. No inquiries or objections by applicants regarding the result of the selection process will be considered.

5. Submission of a candidate's name is optional for doctoral candidates.

(2) OBJECTIVE OF THE PROGRAM

2-1-1) When I am accepted for the Program, I agree

2-1-1-1) that the objective of the program which is stated in G-1. Therefore, I will participate in additional programs as being instructed in G-1 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 permission of employment in Japan upon completion of the program.

(3) JICA'S GUIDELINES

[General Rules]

The accepted participants of KCCP are required

(1) to understand that participants must physically come to Japan to participate in the 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 family members and accompanied unit at least six months after the participant's arrival in Japan.

(5) to return to their home country on a flight designated by JICA when they finish the program or when it is deemed impossible to finish the program within the program period, or when the participant is not successful in the regular course or internship.

(6) to carry out each instruction and abide by such conditions as may be stipulated by both the participating Government and the Japanese Government in respect of the course.

(7) to enroll and complete JICA-DSP online course, when you receive JICA's instructions to do so.

(8) to comply with the rules and regulations of JICA and the receiving country/region. Program including but not limited to self-protection, will be treated as a serious violation and may result in disciplinary action, including suspension.

(9) not to engage in political activities, or any form of employment for profit.

(10) to agree to be discontinued from the program, should the participant (a) violate Japanese laws, JICA's regulations, or University's regulations, (b) commit illegal or any type of personal conduct including sexual harassment, (c) become seriously ill or seriously injured after arrival in Japan.

(11) to be responsible for paying any cost for treatment of the said health conditions except for the medical costs expenses described in the table of "Medical Expenses To be borne by JICA."

(12) to return the total amount or a part of the amount for KCCP depending on the severity of each violation, should the participant violate the laws and ordinances.

(13) not to drive a car or motorcycle in Japan, regardless of an international driving license possessed.

(14) to observe the rules and regulations of the place of the participant's accommodation.

(15) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

(16) to accept that the Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are involved 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.

(17) to submit a Health Certificate with Medical History in JICA format to JICA office of the applicant's country at the applicant's expense, no later than April 30, 2027. The date of Health Certificate should be on or after April 1, 2027. JICA will NOT reimburse the cost to the applicants.

(18) to accept to submit a second Health Certificate to JICA format if deemed necessary by JICA. The cost of acquiring the Health Certificate will be borne by JICA unless it is required due to the participant's fault.

(19) to promptly recalculate their medical history. If there are changes in their health condition, such as pregnancy or a pre-existing disease, please be honest when consulting the doctor for the Health Certificate.

(20) to be aware of and plan to receive other scholarships from Japanese government, such as the Japan Student Services Organization (JASSO), the Japan Society for the Promotion of Science (JSPS), the Japan Science and Technology Agency (JST), and the Japan Foundation (JF) during the program.

(21) to understand not to make other applications for different JICA training courses at the same time.

(22) to understand that the maximum duration of "Temporary Residence" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle.

(23) to accept to take tuberculosis related inspection organized by JICA after arriving in Japan and to submit the results to JICA and university.

(24) to approve the following conditions on summary of my thesis.

① Summary of the thesis shall be held by JICA.

② Summary of the thesis may be read by anyone who made a request to JICA.

③ Summary of the thesis may be used by JICA for publication including the JICA website.

④ Photocopying of the thesis shall be permitted to third parties upon approval by JICA.

(25) to acknowledge that a leave of absence from school is not permitted in principle.

[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 and other personal information such as, participants' progress, activities, and networking record, will be stored, used, or analyzed by JICA only within the scope of conducting, supervising selection, cooperation, travel and life support of the participants in Japan, implementation of various programs and following up with participants during and after the program period, in accordance with rules and regulations of JICA.

After the completion of the program period, JICA (including its country office) may contact participants to carry out follow-up activities including but not limited to: career path survey, interviews, and dissemination of information on programs and activities organized by JICA. 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 with analysis 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 and organizations for the implementation of the program
The use of the personal information is limited to the scope of the contracted tasks (implementation of the program) and JICA will request the contracted 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 verify 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 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 divulgence, loss or damage of such personal information.

Unless otherwise obtained approval from the Applicant/himself or there are valid reasons such as disclosure under the laws and ordinances, etc. and except for the reasons 1-3 below, JICA will not provide or 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/himself:

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

② 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 "System 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) requirements for data protection. Based on the new system, JICA entered into the EU Standard Contractual Clauses (SCCs) which allow us to transfer personal data from the EEA to JICA.

[Copyright Policy]

The participants are requested to comply with the following:

1. The participants shall use all the documents provided for the KCOP (including texts, materials, etc.), within the scope approved by each copyright holder.

If the participants apply to online KCOP, the participants shall also comply with terms of use of copyrighted works for the online KCOP that are shown on the JICA website.
(https://www.jica.go.jp/english/koop/world/index_of_scientific_data_kcop_online_kooping/index.html)

2. All the documents for the KCOP (including reports, action plans, presentation, 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, to refer to for other KCOP courses and project).

[Portrait Right Policy]

During the implementation period of KCOP, JICA (including third photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

① Use on the website or in SNS administered/operated by JICA.

② 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 KCOP grant the participants themselves portrait rights license to JICA for photos and images taken described above.

If it is not a requirement of KCOP. However, without any claims on using portraits, we JICA is confident to be able to use participants' portraits in case you were uncomfortable on using portraits, you can ask JICA not to use them.

-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 use/publication of photographs and video 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

Signature

DATE (Day / Month / Year)

Check List

Please check the following BEFORE printing

Page	Check Point	Applicant	JICA
A1	Are all the Yellow columns (MUST TO ANSWER) filled out?		
1	Is the full name written as shown in 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 the applicant's age between 12 - 34? (If not, check qualified age at JICA overseas office in charge of your country.)		
2	Is the name of universities chosen from the professor list in the University Information List? If the name of university is required to enter for all courses of PGD and some Master's courses, is the section of "university of choice" in Annex 1-1 (for Courses with the application matching) and Annex 1-2 (for Courses without the application matching) filled out? Are schooling years corresponding to the years indicated in the provided University Expense and Academic Transcript?		
3	Is the name of the degree same as in the "University Courses" and "Academic Transcript"? Are schooling years corresponding to the years indicated in the provided University Expense and Academic Transcript?		
4	Is the applicant applying for any scholarship other than "South Asia Student Leader Program"? Is the applicant's name of organization, department, and position correctly spelled out? (An abbreviation is allowed.)		
5	Has the applicant entered whether the applicant's present organization is related to the military / the Ministry of Defense?		
6	Are working history and salary of the applicant correctly filled out? Any employment before coming to Japan is not considered as working history. Only full-time working with confirmation of diploma, such as night school, is approved as working history. Are the applicant's salary and working history correctly filled out?		
7	In the Declaration, has the applicant entered a check mark (X) for either Agree or Disagree?		
Word File for Annex 2 Research Plan and Career Plan	Is the research plan written in English of Title, "Introduction", "Objective" and "Conclusion", according to the structure of "Research Plan" of Annex 2? (Ultimate text of words may not be escaped.) Is the career plan written according to the structure of "Career Plan" of Annex 2? (Ultimate text of words may not be escaped.)		

Please check the following AFTER printing

Page	Check Point	Applicant	JICA
1	Is the applicant's photo attached on the Application form?		
2	Are the official stamp and signature of the current organization filled in 2-3-7?		
3	In the Declaration Form, is the signed date within the application period? Is the "signature" clearly visible to the university? The copied document of original one is approved only with the original notary seal attached. *The notary seal: To officially legalize the copied document, issued by authorized public institutions or notary.		
Graduation certificate/Degree certificate	Is the graduation certificate or degree certificate correctly filled out? Please provide photocopy of the original. Is the certificate written in English, is the official English translation attached?		
Academic Transcript	Is the notary seal attached to Academic Transcript for all the grades served in the university? Is the transcript correctly filled out? Please provide photocopy of the original. Is the transcript written in English, is the official English translation attached?		
Copy of Passport/ID	Is the copy of valid Passport (or National ID) attached?		
ID Photo	Is the applicant's photo (same as the one attached on Page 1 of Application Form)?		

Please check the following BEFORE submission

Page	Check Point	Applicant	JICA
A1	Are all documents and attachments included? -Application Form, -Annex 1 (Declaration/Desired), -Annex 2 (Research Plan and Career Plan), -Graduation certificate/Degree certificate (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), -Official English Proficiency Certificate as required by the desired university, -Master's Degree Thesis (if any).		

Name of Applicant



Annex.1 Declaration of Desired Universities

(South Asia) SDGs Global Leader Enrollment 2027 Autumn

Instruction

1. Fill-in all YELLOW areas (or calls) of this form by computer. (Do NOT handwrite).
2. Fill in the form in English.
3. All YELLOW areas MUST be filled-in (Do not leave these areas blank. Please write "N/A" if not applicable).
4. Write proper nouns in full spelling without abbreviation or any omission.
5. Verify what you have entered above using the "Check List" in the later part of the Application Form sheet.

Annex.1 Declaration of desired universities placement

Reg. No. _____ Name of Applicant: _____

Please be noted:

All applicants are required to specify the desired universities by reference to "University Information" provided by JICA.

Regardless of the application period, you may choose up to three (3) courses from the University List.

Please enter your research topic and select a research field from the "List of Research Fields", then input a section code.

Research Topic	
----------------	--

Your Research: J61 Human Information Science

Section Code	61050	Intelligent robotics-related Intelligent robot, Behavior and environment recognition, Planning, Sensory behavior system, Autonomous System, Digital human, Real world information processing, Physical agents, etc.
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***Regarding the correlation between your research topic and the academic research fields of your desired university**

Please refer to "Your Research and University Research Field" in each section of your first to third choice universities.

The following display indicates the degree of correlation:

Substantial Correlation: The selected section codes (details related to the field of study) are included in those specified by the university and show a tendency to be highly correlated.

Moderate Correlation: There is a correlation between your research topic and the university's research area, but it is a broad correlation. Please check the Graduate School Information carefully.

Need to be verified: The university does not specify a research field code, so please check the website carefully to make sure your research

Low Correlation: Your research topic may not correlate with the university's field of study. We recommend that you reconsider your choice of institution.

*This system just displays the correlation between the research fields of the university (graduate school) and your research topic, and is intended to serve as a reference when selecting your prospective university. Please note that a substantial correlation does not guarantee a complete match in research fields. Therefore, it is essential to verify the specific research topics of your desired graduate school and faculty advisor on the university's official website before making your application decision.

Priority of Choice 1

Website for the graduate school:

*If the supervisor links below are unavailable, please refer to the university list.

Graduate School Code	Your research and university research field	Supervisor of choice*				
Name of Selected University	Graduate School	Course/Major	Name of laboratory	Name of Supervisor	Master/PhD	Input the name of supervisor of your choice* if it was mandatory
					Master	
Reasons for applying to the university of your first choice						

Priority of Choice 2

Website for the graduate school:

*If the supervisor links below are unavailable, please refer to the university list.

Graduate School Code	Your research and university research field	Supervisor of choice*				
Name of Selected University	Graduate School	Course/Major	Name of laboratory	Name of Supervisor	Master/PhD	Input the name of supervisor of your choice* if it was mandatory
					Master	
Reasons for applying to the university of your second choice						

Priority of Choice 3

Website for the graduate school:

*If the supervisor links below are unavailable, please refer to the university list.

Graduate School Code	Your research and university research field	Supervisor of choice*				
Name of Selected University	Graduate School	Course/Major	Name of laboratory	Name of Supervisor	Master/PhD	Input the name of supervisor of your choice* if it was mandatory
Reasons for applying to the university of your third choice						

* If your choice of supervisor is "Mandatory", you must fill in "Supervisor of choice". Please check the University Information for details.

[IMPORTANT] Your personal information (educational background, career, health condition, health certificate, etc.) will be released to the universities you have chosen. Please check the university website for details of privacy policy of each university.



CONFIDENTIAL

Annex2 (Research Plan and Career Plan)

Research Plan and Career Plan

Write a brief research plan of your proposed Master's or Ph.D. 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 Ph.D. 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 Ph.D. 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 Ph.D. 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 Ph.D. 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.

Guide for Pre-Consultation Inquiry to a Preferred Supervisor

1. Points to Note

- 1) Purpose: The preliminary consultation (Pre-Consultation) is specifically designed to ensure that your research plan and theme are well-aligned with your desired graduate schools and potential supervisors. Using the "University Information" and the "Preliminary Consultation Inquiry Sheet", you can reach out to your desired graduate schools in a proper and effective manner.
- 2) Duration: The pre-consultation period shall be from July 1 to the Closure/31, 2023.
- 3) Target for Pre-Consultation: The Pre-Consultation is intended for universities (and/or schools) to which you wish to apply through the pre-application matching process.

Please follow the steps below to conduct a pre-consultation with the graduate school you wish to apply to.

2. Confirm the Acceptability of Pre-Consultation of Each Graduate School

プログラム, 英文テキスト (University Information for each program)

- (1) Click to open the "University Information" of the JCA program you are participating in.
 - (2) Please ensure to confirm whether the acceptance of pre-consultation from candidates is possible at Column VI. You can only conduct pre-consultations with graduate schools marked as Yes (Mandatory) and Yes (Acceptable).
- If "Yes (Mandatory)" or "Yes (Acceptable)" is marked, you must fill out all the required information on this Pre-Consultation Sheet and submit it to the contact listed in "Column X-Y". If "Column AB" is marked as No, you must not conduct the pre-consultation. Here, the Pre-Consultation availability is as follows:
- Yes (Mandatory): You must conduct a pre-consultation with the graduate school you are applying to or the supervisor you wish to work with.
 - Yes (Acceptable): You may have a pre-consultation with the desired graduate school and supervisor.
 - No: Pre-consultation is not accepted. Please do not send a consultation sheet to the graduate school.

Column Column Column

① 応募者用紙 (Applicant Form)
The applicant and supervisor will submit this form.

② 応募者用紙 (Applicant Form)
Contact information for consultation with graduate schools (Pre-consultation sheet)

Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L	Column M	Column N	Column O	Column P	Column Q	Column R	Column S	Column T	Column U	Column V	Column W	Column X	Column Y	Column Z
③ 応募者用紙 (Applicant Form) Contact information for consultation with graduate schools (Pre-consultation sheet)																									

3. How to Fill Out the Pre-Consultation Sheet

- (1) Please fill in all the fields highlighted in yellow in the "Basic Information of Applicant" section.

Basic Information of Applicant	
Name of Desired University	Refer to "Column C" in the University Information.
Name of Desired Graduate School	Refer to "Column F" in the University Information.
Graduate School Code	Refer to "Column H" and "JCA".
Name of Contact	Refer to "Column G and H".
Name of Preferred Supervisor	Refer to Column I. Even if you find a different potential supervisor's name at the UG, in Column T or Column Y, you should submit the name from Column I as the potential supervisor.
JCA Program (Select from dropdown list)	Please select your program, such as ABE Initiative, JICA JICA 60, etc.
Name of Applicant	Your Name
E-mail Address	Your contact e-mail address
Country	Country of Residence
Current Organization Name	Please fill in the name of the organization you are currently working for.
First Academic Background	The degree you have obtained
Field of Study (PhD / Specialist / Research Fellow / etc.)	Please specify the field of study or major you have completed.
Research Theme Title	Please specify the research theme / etc.

(2) Inquiries to the University

Points to note for the "Inquiries to the University" section:

- *SHOULD NOT:
 - Attaching only the research plan or thesis without any questions, leaving the section blank.
 - Attaching only the research plan or thesis and asking "Which laboratory matches my research?"
 - Asking questions without checking the potential supervisor or desired laboratory's website to understand what research the professor or laboratory is conducting.
- *SHOULD:
 - Thoroughly review the research content of the desired laboratory and potential supervisor on the university's website. Formulate your questions based on this information. This also is crucial, so please ensure you complete it.
 - To check more details about the desired graduate school and supervisor information, please refer to the University Information in Column J (website for the graduate school), Column P (Messages for Candidates), Column I and V (URLs or documents to refer to a list of professors with whom candidates may apply) in addition to the university's official website.

University Information

Column Column Column Column

④ 応募者用紙 (Applicant Form)
The applicant and supervisor will submit this form.

⑤ 応募者用紙 (Applicant Form)
Contact information for consultation with graduate schools (Pre-consultation sheet)

Even if you find a different supervisor's name at the UG, in Column T or Column Y, you should submit the name from Column I as the potential supervisor.

*If you are attaching research papers or other



Preliminary Consultation for Matching Program by JICA Applicant
(related to research plan)

大学に送る書類 (To University) Please fill the English translation below.
本書は、これを提出する者がJICA長期研修の候補者かつ大学への出願を希望する者であることを証します。
応募期限は候補者が希望する研究テーマと研究可能な大学かどうかを確認するものであり、受入を内
証するものではありません。可能な範囲で候補者の研究に関する事前相談にご回答ください。
候補者は事前相談の結果も踏まえ、出願前マッチング（12月～1月予定）の希望大学（研究科）を選定し
入試会考をいただいたのち、最終的な受入れ判断はJICAが決定いたします。（翌年7月頃）

To University

This document certifies that the person submitting it is a candidate for the JICA Long-Term Training Program and wishes to apply to your university.

The preliminary consultation is to confirm whether the candidate's desired research theme can be supervised and does not imply acceptance. Please respond to the candidate's research-related inquiries to the extent possible, their research to the extent possible.

Considering the results of the pre-consultation, the candidate will select their preferred universities (graduate schools) for pre-application matching, scheduled for December to January.

After passing the entrance examination, the final decision on acceptance will be made by JICA (around July of the following year).

To Applicant

Completing this form for preliminary consultation does not guarantee admission to the university.

Please do not send a blank email in both the subject and body of the e-mail.

FY: Email Sample (Click here)

☐ Did you write "Inquiry from a JICA Applicant: Pre-Consultation Request" in the email subject line?

☐ In the body of the email, did you clearly state your name, country, and program?

☐ Is the university you are about to send an email to one that allows or requires Pre-consultation?

Filed In by Applicant	Inquiry Date (year/month/day)
Graduate School Code	
Name of Desired University	
Name of Desired Graduate School	
Name of Desired Course	
Name of Preferred Supervisor	
JICA Program (Select from dropdown list)	
Name of Applicant	
E-mail Address	
Country	
Current Organization Name	
Final Academic Background	
Field of Study (F-S)	
Specific Research Field (SRF)	
Research Theme (tentative theme is acceptable)	

Attachments for the University

Attached Document Title:

Subject	Inquiry from a JICA Applicant: Pre-Consultation Request
The body of the email (Sample)	Dear Professor XXX I hope this message finds you well. My name is XXX, and I am a JICA candidate from "Country," participating in the "Program Name (ABE, SDG's Global Leader, etc.)". I am currently employed at XXX (your organization). I am very interested in studying in your laboratory of "XXX (name of course)" at XXX (Name of Graduate School Name) because ---- (brief reason why you are interested in). Attached to this email is a pre-consultation form. I would greatly appreciate it if you could take the time to review my inquiry and provide your feedback. Thank you very much for your consideration. Best regards,