

F.No.12040/17/2019-FTC/IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
[Training Division]

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Block-4, Old JNU Campus, New Delhi-67  
Dated: 17.09.2019

**CIRCULAR**

Sub: One Year Masters Degree course on “**Local Governance**” (School of Local Governance) under Young Leaders’ Program (YLP) at the National Graduate Institute for Policy Studies (GRIPS), Japan from October 2020 to September 2021.

Applications/nominations are invited for special scholarships of one year Masters Degree Program in School of Local Governance (Public Policy in the Local Government) under Young Leaders’ Program (YLP) to be held from October 2020 to September 2021 at the National Graduate Institute for Policy Studies (GRIPS) Tokyo, Japan.

2. The Program is designed to train and cultivate national leaders in their respective fields of Government who are seeking to take advantage of Japan’s experiences of interaction with both Western and Asian countries and to establish a human network through various activities, such as special lectures, colloquium, independent study, field trips etc.

3. The Program is primarily geared for exceptionally promising young government officials who have already shown their dedication through work experience in public administration. It is open to young public administrators and government official who are expected to play active roles in the future as national leaders in their home countries.

4. **Course Duration:**

The course is for duration of one year from October 2020 to September 2021 resulting in the conferral of a Master’s Degree in Public Administration/Public Policy by GRIPS.

5. **Language Instruction:**

All classes are conducted in English medium.

6. **Qualifications:**

- a) In principle the applicant should be under 40 years of age as on 1<sup>st</sup> October, 2020 (i.e. born on or after 2<sup>nd</sup> October, 1980);
- b) Must hold a Bachelor’s degree or equivalent from a recognized/accredited university /college and have achieved shown excellent academic performance;
- c) Have at least 3 years of work experience in public administration (preferably 5 years or more) as of October 1, 2020;
- d) Be proficient in English Language;

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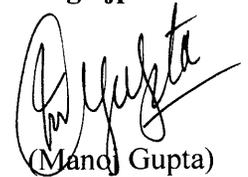
- e) Applicants must be in good health;
- f) Selected candidates will have to obtain a 'Student' visa prior to their arrival in Japan;
- g) Must not be serving in military service or civilians employed by military forces.

7. Each grantee will be provided monthly with 242000 yen during the term of scholarship. However, the amount of allowance will be subject to change depending upon the annual budget of the Japanese government for each fiscal year. The Program covers an economy class air ticket to/from Japan, accommodation, School Fees etc. Details of the Program may be seen in the brochure.

8. It is requested that the nomination of suitable candidates may please be forwarded to this Department in prescribed application format **along with vigilance clearance** of the candidate and other supporting documents in accordance with the eligibility criteria and terms & conditions stipulated in the Program brochure.

9. The complete set of applications (**in five copies – one original and four photocopies**) should reach this Department through Administrative Ministry/Department/State Government not later than **20<sup>th</sup> September, 2019**. Nominations received after the prescribed date will not be considered. The details of the Program and the application form may be drawn from this Department's website (<http://persmin.gov.in/otraining/index.aspx>). An advance copy of the application may directly be sent to Embassy of Japan at mail: **jpemb.sinha@nd.mofa.go.jp**.

10. This issues subject to approval of the competent authority.



(Manoj Gupta)

Under Secretary to the Government of India  
Tele.No.011-26165682

Copy to:

1. Secretaries of all Ministries/Department of Government of India and Chief Secretaries/Administrators of State Governments/Union Territories (through the website of this Department).
2. All Cadre Controlling Authorities (CCA) of Group 'A' Service (through website).
3. Ministry of External Affairs, Attache (JKM), East Asia Division, South Block, New Delhi.
4. The Embassy of Japan in India, (Mr. Surajit Sinha), Japan Information Centre, 50 - G, Shanti Path, Chanakyapuri, New Delhi – 110021.
5. NIC with request to post the circular along with the Program brochure and application forms etc on this Department's website.

**APPLICATION GUIDELINES**  
**JAPANESE GOVERNMENT (MEXT) SCHOLARSHIP FOR 2020**  
**YOUNG LEADERS' PROGRAM (YLP) STUDENT (SCHOOL OF LOCAL GOVERNANCE)**

**I OUTLINE**

1. Objectives

The Young Leaders' Program (YLP) aims to contribute to cultivate future national leaders in Asian and other countries, moreover, to contribute to establish friendly relationship among various countries and to improve policy planning activities by forming a network among national leaders through deepening their understanding of Japan. The YLP is one of the Japanese Government (MEXT\*) Scholarship Programs.

\*MEXT: Ministry of Education, Culture, Sports, Science and Technology

2. Eligible Countries and Participants

Participants are selected from the countries listed below. They should be young public administrators and government officials who are expected to play active roles in the future as national leaders in their home countries.

Eligible Countries:

P. R. China, Rep. of Korea, Indonesia, Malaysia, Philippines, Thailand, Viet Nam, Laos, Myanmar, Cambodia, Mongolia, Kazakhstan, Uzbekistan, India, Pakistan, Turkey, Hungary, Czech Republic, Poland, Romania (20 Countries)

3. Host University

National Graduate Institute for Policy Studies (GRIPS)

4. Number of Students

Approximately 10 students

5. Recruitment and Selection

(1) Method of Recruitment

Recruitment will be conducted through the recommending authorities of each eligible country. Please ask the Japanese Embassy for further information.

(2) Screening Procedure

- ① First screening by the recommending authorities
- ② Second screening by GRIPS
- ③ Final screening by the YLP committee organized by MEXT

6. Curriculum (Please refer to "Curriculum Guidelines".)

(1) Basic Concepts

The curriculum is designed to train and cultivate young leaders in their respective fields of government, who are seeking to take advantage of Japan's experiences of interaction with both Western and Asian countries and also to establish a human network through various activities, such as special lectures, colloquium, research paper, workshops, etc.

(2) Course Duration and Qualification

Course duration is one year, resulting in the conferral of a Master's Degree in Public Administration/Public Policy by GRIPS.

(3) Language

All lectures are conducted in English.

7. Commencement of the Program

October 2020

**II INFORMATION FOR APPLICANTS**

MEXT will offer scholarships to foreign students who wish to study at GRIPS as YLP students in local governance for the academic year 2020 under the MEXT Scholarship Program. The conditions are as follows:

## 1. Field of Study

Local Governance

## 2. Qualifications

- (1) Nationality: Applicants must be nationals of countries eligible for the YLP (School of Local Governance). An applicant who has Japanese nationality at the time of application is not eligible.
- (2) Age: Applicants must be, in principle, under 40 years of age as of October 1, 2020 (i.e. born on or after October 2, 1980).
- (3) Academic Background: Applicants must hold a Bachelor's degree or equivalent from a recognized/accredited university or college, and have achieved excellent academic performance.
- (4) Work Experience: At least 3 years of full-time work experience in total as of October 1, 2020 in public administration (preferably 5 years or more).
- (5) English Ability: A minimum TOEFL iBT score of 79, IELTS Academic score of 6.0 or equivalent.
- (6) Health: Applicants must be judged that you are medically adequate to pursue study in Japan by an examining physician on a prescribed certificate of health.
- (7) Arrival in Japan: In principle, applicants must be able to arrive in Japan during the period specified by GRIPS, within two weeks before and after the first day of the course conducted by the accepting university. If the applicant cannot arrive in Japan during the specified period for personal reasons, travel expenses to Japan will not be paid.
- (8) Visa Requirement: In principle, a selected applicant must obtain a "Student" (留学) visa at the Japanese diplomatic mission located in the applicant's country of nationality, and enter Japan with the residence status of "Student." Applicants who change their residence status to any states other than "Student" (留学) after their arrival in Japan will immediately lose their status as a MEXT Scholarship student.
- (9) Non-Eligibility: Applicants who meet any or all of the following conditions are not eligible. If identified after acceptance of the scholarship grantees, the applicants will be required to withdraw from the scholarship:
  - ① Those who are military personnel or military civilian employees at the time of their arrival in Japan or during the period of the payment of the scholarship;
  - ② Those who cannot arrive in Japan by the last date of the period designated by GRIPS;
  - ③ Those who are already enrolled in a Japanese university or other institution with a residence status of "Student" (留学) or who are going to be enrolled, or plan to enroll, in a Japanese university or other institution as a privately-financed international student from the time of application to the MEXT scholarship program in the applicant's country until the commencement of the period for payment of the MEXT scholarship. However, this stipulation does not apply to privately-financed international students who, even though they are enrolled, or are planning to enroll, in a Japanese university, verifiably complete their studies before the start of the scholarship payment period, return to their home country at the time of the scholarship application, and newly acquire the "Student" residence status and come to Japan;
  - ④ Those who are planning to receive scholarship money from an organization other than MEXT (including a government organization of the applicant's country) on top of the scholarship money provided by MEXT after the start of the scholarship payment period;
  - ⑤ Holders of dual nationality at the time of application who cannot verify that they will give up Japanese nationality by the time of the arrival in Japan;
  - ⑥ Those wishing to engage in fieldwork or an internship in a country other than Japan after submission of Application; or
  - ⑦ Those who will lose their status as public administrators or government officials following the time of application or before completion of the program.

## 3. Period of Scholarship

One year, from October 2020 to September 2021

## 4. Scholarship Benefits

- (1) Allowance: 242,000 yen per month. Due to the situation of the Japanese Government's budget, the amount of payment may be subject to change each fiscal year. The scholarship will not be paid to a grantee who is long absent from the assigned university.

## (2) Traveling Costs:

- ① Transportation to Japan: In principle, MEXT stipulates the travel schedule and route, and provides an economy-class airline ticket from the international airport nearest to his/her home address (in principle, the country of nationality) to Narita or Haneda International Airport. The grantee shall bear at his/her own expense all costs related to domestic travel from his/her home address to the nearest international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within Japan (including airline transit costs), travel insurance expenses, carry-on luggage or unaccompanied baggage expenses, etc. The present address in the country of the grantee's nationality stated in the application form is in principle regarded as the recipient's "home address". If, however, the address stated in the application form will be changed at the time of leaving from his/her country, the changed address will be regarded as the "home address".
- ② Transportation from Japan: Based on the application by the grantee, MEXT will provide an airline ticket to grantees who shall graduate the accepting university and return to the home country by the end of the final month of the period of scholarship (See "3. Period of Scholarship") designated by MEXT. MEXT, in principle, shall provide an economy-class airline ticket from Narita or Haneda International Airport to the international airport (in principle, in the country of nationality) nearest to the returning grantee's residence. The grantee shall bear at his/her own expense all costs related to travel from the grantee's residence in Japan to Narita or Haneda international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within the country of nationality (including airline transit costs), travel insurance expenses, carry-on luggage or unaccompanied baggage expenses, etc.

(3) Education Fees: Fees for entrance examination, matriculation and tuition will be paid by MEXT.

## (4) Accommodations:

- ① In principle, grantees may reside at residence halls provided by GRIPS.
- ② Private Boarding Houses or Apartment Houses:

Those who cannot accommodate in the facilities described above will be arranged at private boarding houses or apartments recommended by the GRIPS Student Office.

## 5. Suspension of Payment of Scholarship

Payment of the scholarship will be topped for the reasons given below. Should any of the following reasons apply, the grantees may be ordered to return a part of, or all of, the scholarship paid up to that time. Payment of the scholarship may also be stopped during the period up to the decision on the disposition of the matter.

- ① A grantee is determined to have made a false statement on his/her application;
- ② A grantee violates any article of his/her pledge made to the Minister of Education, Culture, Sports, Science and Technology;
- ③ A grantee violates any Japanese laws and is sentenced and imprisoned for an indefinite period or for a period of exceeding 1 year;
- ④ A grantee is suspended from his/her university or receives other punishment, or is removed from enrollment; as a disciplinary action in accordance with school regulations of the accepting institution;
- ⑤ It has been determined that it will be impossible for a grantee to complete the course within the standard time period because of poor academic grades or suspension or absence from the university;
- ⑥ A grantee came to Japan without newly acquiring the "Student" (留学) residence status, or changed his/her residence status to one other than "Student";
- ⑦ A grantee has received another scholarship (excluding those specified for research expenses);
- ⑧ If a grantee's government and/or other state institutions request such cancellation.

## 6. Selection

- (1) Based on the recommendation of authorities, GRIPS will select initial candidates from among applicants by means of a review of the submitted documents, and an interview. Depending on the evaluation of the submitted documents, applicants may not proceed to an interview. If it is not possible to hold an interview in the applicant's home country, an interview may be conducted by telephone or the Internet.
- (2) Those who have been selected initially by GRIPS will be put forward to the YLP committee established by MEXT for the final selection.

## 7. Education at GRIPS

All lectures and practical training are conducted in English.

## 8. The Application Process

Selection for admission is based on the evaluation of supporting documents submitted. Before starting your application, please carefully review the following application process.

You will NOT be registered as an applicant until we have received a complete set of your required supporting documents.

If you have applied to GRIPS in previous years and wish to reapply this year, any supporting documents you submitted previously cannot be used for this year's application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

A complete set of your required supporting documents must reach your recommending authority by the designated deadline. It is your responsibility to prepare all supporting documents far enough in advance so as to meet the designated deadline. Incomplete applications and applications received after the deadline will not be considered.

All materials submitted by an applicant become the property of GRIPS and will not be returned. Please make sure to keep one copy of your application for your records.

## 9. Supporting Documents

All documents must be in English. Documents in languages other than English must be accompanied by an official translation. If the organization issuing a document cannot issue an official English version of that document, you are required to submit both the official document (photocopies are not acceptable), written in its original language and bearing the organization's stamp or the signature of the issuing person, and an official English translation of the document, prepared by an accredited translator. We will not accept your own translation.

Supporting documents, which can be prepared solely by the applicant, should be typed or printed wherever possible (A4 size paper and single-sided printing are preferable). If circumstances require, documents legibly handwritten with a pen or a ballpoint pen are acceptable.

If your name as written in your application is different from that on the document(s) you submit, and if there is some reason (e.g. marriage) for the difference, please submit official documentation of that reason (e.g. marriage certificate).

Faxed documents or digital copies sent by e-mail will not be accepted.

Do not attach any additional documents apart from the items listed below.

Number the documents from ① to ⑩ (the items numbered in the list below) in the upper right corner of each document.

- ① Application for Japanese Government (MEXT) Scholarship (1 original and 3 photocopies, use the designated form)

Please prepare a photograph of your face, in accordance with the stipulations on the form, and paste it onto the form.

- ② Recommendation letter from the recommending authority (1 original and 3 photocopies)

- ③ Two (2) letters of recommendation (1 original and 3 photocopies for each letter, use the designated form)

Your letters of recommendation must be written by faculty members or job supervisors who are familiar with your academic and/or professional abilities. At least one and preferably two should be written by your immediate superiors at work.

You are required to request each of your recommenders to write a letter of recommendation using the designated form and submit them along with the rest of your supporting documents, all in one package. Each of your letters must contain four A4 pages provided. Letters submitted that do not use our designated forms will not be accepted. They must be submitted in sealed, unopened envelopes signed across the flap by the recommender.

- ④・⑤ Official transcripts of academic record and graduation/degree certificates (1 original and 3 photocopies for each document)

You are advised to show the instructions below to registrars at each of the universities that you attended when you request issuance of transcripts/certificates in accordance with our requirements.

You must submit official transcripts of academic record and graduation/degree certificates from all undergraduate and graduate institutions attended. These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.

④ Official transcripts of academic record

Official transcripts should contain the following information: the name of the degree program/course, the enrollment period, the names of all courses taken and grades received, and the grading scale including the maximum grade point/score. It is helpful to have the student's rank in the class included in the information. You should obtain your official transcripts from each university you attended. If you are currently attending a university, please submit your most recent transcript.

⑤ Official graduation/degree certificates

Official certificates should state the name of your degree and the date the degree was awarded. You should obtain your official graduation/degree certificates from each degree awarding institution. If you are currently attending a university, you must submit an authorized statement of expected graduation certifying the specific date of graduation and the title of the expected degree upon completion of the program. Do not send your original diploma, as documents will not be returned.

Important notes

- Transcripts/certificates that have been opened are not acceptable.
- Transcripts/certificates without the institution's official stamp or the signature of the registrar are not acceptable.
- Photocopies of transcripts/certificates that have been verified by a notary public are not acceptable.
- If a university has a policy not to issue more than one official transcript/certificate, you may submit official photocopies verified by the university. To be official, these must bear the institution's official stamp or the signature of the registrar. They must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.
- If a university cannot issue an official English version of your transcript/certificate, you are required to submit both the official transcript/certificate (photocopies are not acceptable), written in its original language and bearing the institution's stamp or the signature of the registrar, and an official English translation of the document, prepared by an accredited translator.
- If an official transcript does not include the grading scale including the maximum grade point/score, you are required to request your university to issue an official letter providing the details of the grading scale (including the maximum grade point/score) that was in effect during the period you attended the university. That letter should be enclosed in the same envelope as the transcript.
- Provisional or temporary graduation/degree certificates are not acceptable.
- If you attended a partnership/affiliated/associated institution, please submit an official document certifying the relationship between the degree awarding institution and institution where the education was actually conducted; the document must be issued by the degree awarding institution.

⑥ Official evidence of English ability (1 original and 3 photocopies)

One of the following test scores is required:

1. TOEFL iBT: 79 or higher
2. IELTS Academic: 6.0 or higher
3. Other equivalent test score

Please note that English test scores are valid for two years from the test date, and therefore, tests must have been taken within two years of the time of enrollment at GRIPS. If you submit the results of a different test of English proficiency, please submit a conversion of the score to TOEFL or IELTS.

How to apply for a waiver of the English language proficiency requirement

(Please note that there are two categories in our English test exemption policy.)

Category 1: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an accredited institution located in the USA, the UK, Canada, Australia, New Zealand, or Ireland will be automatically exempted from submitting an English test score.

Category 2: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an institution where the language of instruction is English may request a waiver of the English language proficiency requirement. If you wish to apply for such a waiver, you must submit, as evidence, official documents issued by the educational institution you attended, certifying that your undergraduate or graduate education was conducted entirely in English. This document must be issued by the university and bear the seal or signature of the registrar, and it must be submitted in a sealed, unopened envelope with the university logo and address noted; the envelope must be signed or stamped across the flap by the issuing school authority. You are advised to show these instructions to the registrar at the university that you attended when you request issuance of the document in accordance with our requirements.

Please note that the granting of your language waiver request is at the discretion of our screening committee and that your request for a language waiver will be considered at the time of screening. This means that there is a possibility that your waiver request will be denied. If possible, we strongly recommend that you take a TOEFL or IELTS test prior to your application.

⑦ Copy of your passport (4 photocopies)

You must submit a copy of the page(s) with your name, nationality, date of birth and photo. If you do not possess a passport, please submit a copy of your family register or certificate of citizenship.

⑧ Essay explaining applicant's aspirations and future plans following program completion (1 original and 3 photocopies)

You must submit 3-page essay describing your reason/motivation for applying; future plans and expectations from the program as well as future career goals.

⑨ Answer to the essay questions (1 original and 3 photocopies)

⑩ Certificate of health (1 original and 3 photocopies, use the designated form)

A certificate of health must be issued by the medical institution designated by Japanese Embassy; all items must be completed, and all comments must be written in English in block letters.

## 10. Notes

(1) Each grantee is advised to learn some basic Japanese language and to acquire basic information on Japanese climate, geography, customs, university education, and social conditions in Japan, as well as about the differences between the Japanese legal system and that of his/her home country before departing for Japan.

(2) As the first installment of the scholarship payment will be made from one month to one and a half months after the grantee's arrival in Japan, the grantee is recommended to bring at least approximately US\$2,000 with him/her to Japan to cover immediate living expenses and other necessary expenses.

(3) The scholarship payments will be transferred to the bank account of Japan Post Bank (JP Bank) opened by each grantee after the arrival in Japan. MEXT will not transfer the scholarship payments to other account.

(4) Grantees must enroll in National Health Insurance (Kokumin Kenko Hoken) upon arrival in Japan.

(5) Information regarding the MEXT Scholarship recipient (name, gender, date of birth, nationality, accepting university/graduate school/undergraduate school, field of specialty, period of enrolment, career path after completion of scholarship, contact information [address, telephone number, e-mail address]) may be shared with other relevant government organizations for the purpose of utilization for overseas students programs implemented by the Japanese Government (support during period of study in Japan, follow-up survey, improvement of the overseas student system).

Information regarding MEXT Scholarship Students (excluding date of birth and contact information) may be included in publicity materials prepared by the Japanese Government for promoting the acceptance of overseas students in Japan, particularly in order to introduce former MEXT Scholarship Students who are playing active roles in countries around the world.

These terms and conditions are included in the Pledge stipulating rules and regulations which MEXT Scholarship recipients must comply with and submit when they have been granted the Scholarship.

- (6) All personal information that we receive from applicants will be used for the purposes of admissions screening, collecting statistical information, student registration, and educational affairs.
- (7) If there are any questions about the content of the written text in this Application Guideline or any other matters, applicants/grantees should inquire the Japanese diplomatic mission in the applicant's country and follow their instructions.
- (8) In addition to the regulations stipulated in this Application Guideline, those that are necessary to implement the Japanese Government Scholarship programs shall be determined by the Japanese Government.

## **Young Leaders' Program (School of Local Governance) Curriculum Guidelines**

### **I Basic Concepts**

1. Each subject will deal with theories based not only on the experiences of the so-called modern Western World, but also on those concerned with the historical experiences of Japan and other non-Western countries. While analyzing commonalities in the modernization process along with its various possibilities, the courses seek to find the most desirable method for each country's modernization. (Comparative Approach)
2. Through modernization, our thoughts and ideas undergo deep transformations. However, the curriculum will not be concerned with modern ideas alone, but will also incorporate basic premises from the classical civilizations and ideas of the great thinkers. (Emphasis on liberal arts education aiming at self-relativization and critical thinking)
3. Going beyond instruction that is related to skills and knowledge, the curriculum will emphasize the fostering of students' ideas; identifying problems; and developing the ability to arrive at their own solutions. (Emphasis on discussion and self-study)
4. Through encounters with leading figures from all areas (including other promising young students), the curriculum aims to create human networks and further understanding about Japan.
5. As decentralization progresses in line with a country's economic development, the demand for local governance and government that is capable of responding to various regional issues such as education, health, welfare, and local development rises. This program aims to cultivate leaders and core personnel for such local governance in their respective countries by equipping them with advanced theories on local governance and practices in Japan.

### **II Students**

The course is designed for young public administrators and government officials, who are expected to play active roles in Asia and Central Europe as future leaders in local governance.

### **III Courses (in alphabetical order; courses offered are subject to change)**

1. Required Courses (11 credits)
  - Global Governance: Leadership and Negotiation
  - Introduction to Japan
  - Introduction to Public Policy Studies
  - Local Governance in the Changing World
  - Local Government Finance
  - Local Government System
  - The World and the SDGs
2. Recommended Courses (at least 4 credits)
  - Economic Development of Japan
  - Essential Microeconomics

- Government and Politics in Japan
  - International Relations
  - Microeconomics I
  - Structure and Process of Government
3. Elective Courses (Credits for the graduation requirement)
- Development Economics
  - East Asian Economies
  - Government and Market
  - International Security Studies
  - International Trade
  - Japanese Foreign Policy
  - Macroeconomics I
  - National Land Policy
  - Small and Medium Enterprise and Technology
  - Social Science Questions and Methodologies
  - Social Security System in Japan
4. Colloquium (2 credits) (Required Course)
- This course will provide an opportunity to listen and discuss various issues with many distinguished government leaders and business executives. The colloquia will be organized fifteen or sixteen times a year, divided between the fall and spring terms.
5. Research Paper (4 credits) (Required Course)
- Students will produce a research paper on a topic of their choice that pertains to local governance, with a perspective of comparison between their home country and another, such as Japan. Designated advisors will provide them with writing instruction/guidance.
6. Workshop (4 credits) (Required Course)
- Workshops, including a field trip on local governance in Japan, will be conducted twice in association with central government ministries, local governments and NPOs.
7. Other Educational Activities
- Japanese Language Class:
- All lectures are conducted in English, making it unnecessary for students to master Japanese. However, Japanese language courses will be offered to students who wish to further their knowledge of Japanese language and culture.

#### **IV Further information**

For more information on GRIPS, please visit: <http://www.grips.ac.jp/en/>

APPLICATION FOR JAPANESE GOVERNMENT (MEXT) SCHOLARSHIP

日本政府（文部科学省）奨学金留学生申請書

Young Leaders' Program Student for 2020 (School of Local Governance)
ヤング・リーダーズ・プログラム留学生（地方行政コース）

INSTRUCTIONS（記入上の注意）

1. The application must be typewritten if possible, or neatly handwritten in block letters.（明瞭に記入すること。）

2. Numbers should be in Arabic figures.（数字は算用数字を用いること。）

3. Year should be written in the Anno Domini system.（年号はすべて西暦とすること。）

4. Proper nouns should be written in full, and not be abbreviated.（固有名詞はすべて正式な名称とし、一切省略しないこと。）

\*Personal data entered in this application will only be used for scholarship selection purposes, and contact information such as e-mail addresses will only be used for forming related human networks after the student returns home and for sending of information by the Japanese Government.

（本申請書に記載された個人情報については、本奨学金の選考のために使用するほかは、特にE-mail アドレス等の連絡先については、帰国後における関係者のネットワークを作ること、及び必要に応じ日本政府より各種情報を送信する以外には使用しない。）

5. Please complete each section as fully and accurately as possible. Please respond to all questions. The information you provide is essential in reviewing your application. Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.（提出書類の記載事項が事実と相違していることが判明した場合には、入学後であっても入学を取り消すことがある。）

1. Name in Full in Your Native Language (Sex)
(姓名 (自国語)) (Family Name/Surname), (First Name) (Middle Name)
Male (男)
Female (女)

In Roman Block Capital Letters (as written in your passport) (Marital Status)
(ローマ字、パスポート表記がある場合は、それに合わせる) Single (未婚)
Married (既婚)
(Family Name/Surname), (First Name) (Middle Name)

2. Nationality (国籍) 2-2. Possession of Japanese Nationality (日本国籍を有する者)
Yes, I have. (はい)
No, I don't have. (いいえ)

3. Date of Birth (生年月日)

19 Year (年) Month (月) Day (日) Age (年齢) : as of October 1, 2020 (2020年10月1日現在の年齢)

4. Present Employer (現職)

Photograph
Taken within the last 6 months, providing a clear, front view of your entire face.
Write your name and nationality in block letters on the back of the photo.
(写真 (5 x 4 cm))

Present Position (役職名) Department/Section (部署) Employer (勤務先)

Address (住所) Postal Code (郵便番号)

TEL (電話番号) FAX (ファックス番号) E-mail (E メールアドレス)

5. Residential Address (現住所)

Address (住所)

Postal Code (郵便番号)

If the above present home address will be changed at the time of leaving from your country, please specify the changed address below. (渡日時の住所が上記現住所から変更になることが確定している場合は、下記に記入すること。)

TEL (電話番号)

FAX (ファックス番号)

E-mail (E メールアドレス)

\* If possible, write an E-mail address where you can be contacted for periods that include the time before you come to Japan, your stay in Japan and the period after you return home.

(可能な限り、渡日前～日本留学中～帰国後にわたり使い続けることが予想されるEメールアドレスを記入すること。)

6. Field of Study Specialized in the Past (Be as detailed and concrete as possible.)

(過去に専攻した専門分野 (できるだけ具体的に詳細に書くこと。))

7. Education History (学歴)

		Full Name of Institution & Location (学校名及び所在地)	Year and Month of Enrollment (入学年月)	Year and Month of Graduation (卒業年月)	Duration of Schooling (修学年数)	Diploma or Degree Awarded, Major Subject, Skipped Years and Levels (学位・資格、専攻科目、飛び級の状況)
Primary Education (初等教育)	Elementary School (小学校)	Name (学校名)  Location: City & Country (所在地: 都市、国)			years (年) and months (月)	
	Lower Secondary Education (Middle School/Junior High School) (中学校)	Name (学校名)  Location: City & Country (所在地: 都市、国)			years (年) and months (月)	
Secondary Education (中等教育)	Upper Secondary Education ((Senior) High School) (高校)	Name (学校名)  Location: City & Country (所在地: 都市、国)			years (年) and months (月)	*-1
	Undergraduate (Bachelor's) (大学)	Name (学校名)  Location: City & Country (所在地: 都市、国)			years (年) and months (月)	
Tertiary Education (高等教育)	Graduate (Master's/Doctoral) (大学院)	Name (学校名)  Location: City & Country (所在地: 都市、国)			years (年) and months (月)	
	Total Number of Years and Months of Education (以上を通算した全学校教育修学年数) As of October 1, 2020 (2020年10月1日現在)					_____ Years and _____ months (年) (月)

\*If the blank spaces above are not sufficient for information required, please attach a separate sheet. In such case, please stipulate that the information is on a separate page.

((注) 上欄に書ききれない場合には、適当な別紙に記入して添付すること。その場合は、別紙に記入する旨を上記学歴欄に明記すること。)

- Notes:
1. Exclude kindergarten and nursery school education. (幼稚園・保育所教育は含まれない。)
  2. Preparatory education for university admission should be included in upper secondary school. (いわゆる「大学予備教育」は中等教育に含まれる。)
  3. If you have passed a high school equivalency examination (and did not graduate from high school), indicate as such in the fifth column (Diploma or Degree Awarded, Major Subject, Skipped Years and Levels) with \*-1. (高等学校卒業程度資格を有している場合には、その旨を\*-1欄に記入すること。)
  4. Any school years or levels skipped should be indicated in the fifth column (Diploma or Degree Awarded, Major Subject, Skipped Years and Levels). (Example: Skipped senior year for early graduation)  
(いわゆる「飛び級」をしている場合には、その旨を該当する教育課程の「学位・資格、専攻科目、飛び級の状況」欄に記載すること。(例：3年次を飛び級により短期卒業))
  5. If you attended multiple schools at the same level of education due to moving house or readmission to university, write the names of the schools in the same column. (住居の移転や大学の再入学等を理由に、同教育課程で複数の学校に在籍していた場合は、同じ欄に複数の学校の在籍を記載すること。)
  6. Calculate and write the total number of years and months of education you will have completed at the time of your enrolment at GRIPS, based on your total time as a student (as detailed above, including extended leave such as summer vacation). (修学年数合計は在籍期間を算出し、記入すること。(長期休暇も含める))

8. Employment Record (List your current and previous employment (up to three positions) **in reverse chronological order**, starting with your most recent position.)

(職歴：過去の役職から現職も含めて3つ記入すること)

**\*\*\*At least 3 years of full-time work experience in public administration is required.\*\*\***

(行政機関等において、常勤職員として3年以上の実務経験が必須)

Name and Location of Organization (勤務先及び所在地)	Department/Section (部署名)	Position (役職名)	Job Description (職務内容)	Period of Employment (勤務期間)
Present occupation: To be shown in the former page (現職：前のページに表記済)				From  To Present
				From  To
				From  To

\*If the blank spaces above are not sufficient for information required, please attach a separate sheet.

((注) 上欄に書ききれない場合には、適当な別紙に記入して添付すること。)

9. Extracurricular and Regional Activities (課外活動又は地域社会での活動)

Extracurricular and Regional Activities (課外活動又は地域社会での活動)	Period (期間)

10. English Proficiency (英語能力)

Score of TOEFL iBT (TOEFL のスコア) \_\_\_\_\_ or Score of IELTS Academic (IELTS のスコア) \_\_\_\_\_ Date of the Test (受験日) \_\_\_\_\_  
 \_\_\_\_\_ 20 \_\_\_\_\_  
 Year (年) Month (月) Day (日)

11. Accompanying Dependents : Provide the following information if you plan to bring any family members to Japan.  
 (同伴家族欄 (日本に同伴する予定の家族がいる場合に記入すること。))

\* All expenses incurred by the presence of dependents must be borne by the grantee.  
 (注) なお同伴者に必要な経費はすべて自己負担である。

Name (氏名)	Relationship (続柄)	Age (年齢)

12. Person to be notified in applicant's home country, in case of emergency:

(緊急の際の母国連絡先)

- i) Name in Full (氏名) \_\_\_\_\_
- ii) Address (住所) \_\_\_\_\_
- Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_
- iii) Occupation (職業) \_\_\_\_\_
- iv) Relationship (本人との関係) \_\_\_\_\_

I understand and accept all the matters stated in the Application Guidelines for Japanese Government (MEXT) Scholarship for 2020, and hereby apply for this scholarship.

(私は2020年度日本政府(文部科学省)奨学金留学生募集要項に記載されている事項をすべて了解して申請します。)

Date of Application (申請年月日) \_\_\_\_\_

Applicant's Signature (申請者署名) \_\_\_\_\_

Applicant's Name (in Roman Block Capitals) (申請者氏名) \_\_\_\_\_

# 健康診断書

## CERTIFICATE OF HEALTH (to be completed by the examining physician)

日本語又は英語により明瞭に記載すること。

Please fill out (PRINT/TYPE) in Japanese or English. Do not leave any items blank.

氏名 Name: \_\_\_\_\_  
Family name, First name Middle name

男 Male      生年月日 Date of Birth: \_\_\_\_\_  
女 Female      年齢 Age: \_\_\_\_\_

### 1. 身体検査 Physical Examinations

(1) 身長 Height \_\_\_\_\_ cm      体重 Weight \_\_\_\_\_ kg

(2) 血圧 Blood pressure \_\_\_\_\_ mm/Hg ~ \_\_\_\_\_ mm/Hg      血液型 Blood Type

A B O	RH	+
		-

脈拍数 Pulse Rate \_\_\_\_\_/min      整 regular  
不整 irregular

(3) 視力 Eyesight: (R) \_\_\_\_\_ (L) \_\_\_\_\_  
裸眼 without glasses      (R) \_\_\_\_\_ (L) \_\_\_\_\_  
矯正 with glasses or contact lenses

(4) 聴力 Hearing: 正常 normal      言語 speech: 正常 normal  
低下 impaired      異常 impaired

2. 申請者の胸部について、聴診とX線検査の結果を記入してください。X線検査の日付も記入すること (6ヶ月以上前の検査は無効。)  
Please describe the results of physical and X-ray examinations of applicant's chest x-ray (X-ray taken more than 6 months prior to the certification is NOT valid).



肺 lung: 正常 normal  
異常 impaired

Date \_\_\_\_\_

Film No. \_\_\_\_\_

Describe the condition of applicant's lung.  
\_\_\_\_\_

心臓 Cardiomegaly: 正常 normal  
異常 impaired

心電図 Electrocardiograph  
正常 normal 異常 impaired

3. 現在治療中の病気 Disease & Treatment at Present      Yes (Disease: \_\_\_\_\_ Medicine: \_\_\_\_\_)  
No

4. 既往症 Past history: Please indicate with + or - and fill in the date of recovery.

Tuberculosis..... ( . . . )      Malaria..... ( . . . )      Measles..... ( . . . )  
Epilepsy..... ( . . . )      Kidney disease..... ( . . . )      Heart diseases..... ( . . . )  
Diabetes..... ( . . . )      Drug allergy..... ( . . . )      Psychosis..... ( . . . )  
Functional disorder in extremities..... ( . . . )      Others..... ( . . . )  
Rheumatic fever..... ( . . . )      Hepatitis..... (Type: A, B, C, D, E) ( . . . )

5. ワクチン接種歴 Vaccination history

MMRV (Measles, Mumps, Rubella, Zoster)..... Time(s) ( )      Mumps..... Time(s) ( )      Hepatitis B..... Time(s) ( )  
MMR (Measles, Mumps, Rubella)..... Time(s) ( )      Chicken pox..... Time(s) ( )      Meningitis..... Time(s) ( )  
MR (Measles, Rubella)..... Time(s) ( )      Polio..... Time(s) ( )  
M (Measles)..... Time(s) ( )      Diphtheria Pertussis Tetanus combined..... Time(s) ( )

6. 検査 Laboratory tests

検尿 Urinalysis: glucose ( ), protein ( ), occult blood ( ) • 検便 Feces: Parasite(egg of parasite)(+, -)  
赤沈 ESR: \_\_\_\_\_ mm/Hr, WBC count: \_\_\_\_\_ x10<sup>3</sup>/μl, Hemoglobin: \_\_\_\_\_ g/dl, ALT: \_\_\_\_\_ u/l  
Pregnancy test ( ) if you are female

7. 診断医の印象を述べて下さい。 Please describe your impression.

8. 志願者の既往歴、診察・検査の結果から判断して、現在の健康の状況は十分に留学に耐えうるものと思われますか?  
In view of the applicant's history and the above findings, is it your observation his/her health status is adequate to pursue studies in Japan?      yes  no

日付 Date: \_\_\_\_\_      署名 Signature: \_\_\_\_\_

医師氏名 Physician's Name in Print: \_\_\_\_\_

検査施設名 Office/Institution: \_\_\_\_\_

所在地 Address: \_\_\_\_\_

# Recommendation Form

## To the Applicant

Please complete only the top portion of this form. Your recommender should complete the rest of the form.

Your Name (Family)	(Given)	(Middle)

## To the Recommender

The person whose name appears above is applying for admission to the Young Leaders' Program.

Please provide your recommendation on your own letterhead or stationery. The Admissions Committee values the recommender's direct contact with the candidate. In your letter, please answer the following questions as candidly and specifically as possible:

Please return this form and your recommendation to the applicant in a sealed envelope, with your signature across the seal. The applicant will submit the sealed, signed envelope to us as part of the completed application package.

The Admissions Committee is aware of the time and care necessary to prepare this form. We gratefully acknowledge your help.

1. How long and in what capacity have you known the applicant?

2. How often have you observed the applicant? (Please tick one box)

- every day       3 or 4 times a week       1 or 2 times a week       1 or 2 times a month
- less than once a month





9. Please write if you have any comment.

Please provide telephone numbers should the Admissions Committee feel a need to contact you regarding the reference.

Business Telephone Number \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Recommender's Signature \_\_\_\_\_

Recommender's Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Position or Title \_\_\_\_\_ Organization \_\_\_\_\_

Business Address \_\_\_\_\_

Home Address \_\_\_\_\_

## Essay Questions

The following essay questions will provide us with more information about you and your reasons for applying to the Young Leaders' Program.

Your essays must be typed. Please use A4-size paper or 8 1/2" × 11" paper. Limit your responses to the maximum number of words designated for each question. Use standard double-spaced lines. Your name should appear at the top of each separate sheet of paper. The number of the essay question should precede every essay. Staple the essays together and submit them with the other application materials.

1. What are your most significant accomplishments, activities, and life experiences to date? Please emphasize the events which highlight your unique abilities and personality. (maximum 500 words)
2. What is your leadership philosophy? Describe key individuals and/or experiences that shaped your philosophy. (maximum 500 words)

### Supplemental Question

3. How did you become interested in the Young Leaders' Program? Please list specific information sources such as publications, alumni, faculty, and websites. (maximum 200 words)

# Outline of Young Leaders' Program

## 1. Objectives

The Young Leaders' Program (YLP) is one of the Japanese Government (MEXT) Scholarship Programs commenced in 2001. YLP aims to contribute to cultivate future national leaders in Asian and other countries, moreover, to contribute to establish friendly relationship among various countries and to improve policy planning activities by forming a network among national leaders through deepening their understanding of Japan.

## 2. Eligible Countries and Participants

Young public administrators, business managers and legal professionals who are expected to play active roles as future national leaders in Asian and other countries have an eligibility to apply for the YLP program. (See below 3 for Courses, Host Universities and details about eligible participants.)

## 3. Courses and Host Universities

There are five courses in the YLP Program (Government, Local Governance, Business Administration, Law and Healthcare Administration). All courses commence in September or October, and offer a one-year master's program conducted in English. Students who complete the course are awarded a Master's Degree. The host universities of the courses are as follows:

Courses	Host Universities	Number of Accepted Students Per Year	Eligible Participants (Professional Experience*)
School of Government	National Graduate Institute for Policy Studies (GRIPS)	20	Those who have at least 3 years of full-time work experience (preferably 5 years or more) in public administration
School of Local Governance	National Graduate Institute for Policy Studies (GRIPS)	10	Those who have at least 3 years of full-time work experience (preferably 5 years or more) in public administration
Business Administration	Hitotsubashi University	15	Entrepreneurs, business managers and public officials who have at least 3 years of full-time work experience
Law	Kyushu University	15	Those who have at least 4 years of work experience in a law office or in the legal section of a company or government department
Healthcare Administration	Nagoya University	10	Those who have at least 2 years of full time working experience (preferably 5 years or more) in healthcare fields in public sector at government department

\* Please find more details about eligibility of applicants from the Application Guidelines of each course.

#### 4. Recruitment and Selection

The recruitment of applicants and nomination of candidates to the Embassy of Japan are conducted by the recommending institutions (\*). Subsequently, the selection is conducted in the following process.

- (1) First screening by the host universities (through document screening and interview)
- (2) Second screening by the YLP Committee established by MEXT
- (3) Finalization of selection results by MEXT

##### (\* Roles of Recommending Institutions

Recommending institutions are government bodies and relevant organizations in the eligible countries qualified by MEXT to take roles of recruitment and nomination of candidates to the YLP program. MEXT also designates courses of which each recommending institution can nominate candidates. The roles of recommending institutions in the process of recruitment and nomination are as follows (See 'GUIDELINES FOR JAPANESE GOVERNMENT (MEXT) SCHOLARSHIP FOR 2019: YOUNG LEADERS' PROGRAM (YLP) STUDENTS' for more details.):

- Notification about the YLP Program and acceptance of applications
- Selection of candidates to be recommended
- Recommendation of candidates to the Embassy of Japan
- Notification of results to candidates

#### 5. Scholarship Benefits for YLP Students (2019)

- (1) Allowance: 242,000 JPY per month
- (2) Education Fees: Fees for tuition, matriculation and entrance examination are exempted.
- (3) Traveling Costs: Airline tickets from his/her home country to Japan and vice versa are provided.

#### 6. Further Information

For more details about recruitment and curriculum guidelines of each course, please find the latest version of the Application Guidelines. Please also see the following websites for details about each course.

- School of Government and School of Local Governance:  
National Graduate Institute for Policy Studies (GRIPS)  
<http://www.grips.ac.jp/en/>
- Business Administration  
Hitotsubashi University Business School, School of International Corporate Strategy (Hitotsubashi ICS)  
<http://www.ics.hub.hit-u.ac.jp/>
- Law  
Kyushu University, Graduate School of Law  
<http://www.law.kyushu-u.ac.jp/programs/english/>
- Healthcare Administration  
Nagoya University, Graduate School of Medicine  
[https://www.med.nagoya-u.ac.jp/medical\\_E/laboratory/basic-med/social-science/ylp/](https://www.med.nagoya-u.ac.jp/medical_E/laboratory/basic-med/social-science/ylp/)

**GUIDELINES FOR JAPANESE GOVERNMENT (MEXT) SCHOLARSHIP FOR 2020  
YOUNG LEADERS' PROGRAM (YLP) STUDENTS**

**YEAR-LONG SCHEDULE (PRELIMINARY)**

SCHEDULE	
2019	
Late July	Applications for YLP open.
By October 31st	Qualified Institutions recommend candidates to the Embassy of Japan with necessary documents.
From Late November	The Japanese universities conduct first screening.
2020	
March	The YLP Committee in MEXT conducts second screening.
April	MEXT notifies the results through the Embassy to the institutions.
August-September	MEXT provides airline tickets to the grantees through the Embassy.
September-October	Students arrive in Japan.

\*Note: This schedule is preliminary. Detailed schedules will be announced separately through the Embassy of Japan in your country.

**I INFORMATION CONCERNING RECRUITMENT OF STUDENTS**

**1 Number of Scholarship Recipients**

In YLP there are five courses, and each course will accept 10 to 20 students in total. Available courses vary by country.

Depending on the situation of the Japanese Government's budget, the number of students to be accepted and the scholarship conditions could differ from those described in the Application Guidelines of each course.

**2 Important Points on Eligibility Requirements and Application Procedures**

- (1) Applicants must have graduated with excellent grades from a university and be able to study in a Japanese university for one year.
- (2) Applicants must meet all qualifications and requirements stated in the Application Guidelines of each course. The requirements must be observed strictly and any personal exceptions will not be allowed.
- (3) The number of grantees is limited and all candidates will be evaluated comparatively. Therefore, candidates who meet all qualifications still might not be selected. (It is also possible that none of the candidates from your institution will be selected.) Please take this point into consideration when recommending candidates.
- (4) Some students in the past returned to their respective home countries without completing the program due to mental or physical problems. In addition, some students required long-term treatment because they had come to Japan without completely curing infectious diseases such as tuberculosis, hepatitis, typhus, malaria, dysentery, and so on. With due consideration given to the fact that the students will be staying for a long period in a country with a very different environment from that in the home country, please make very sure of the student's medical condition (including past medical history), and try to ensure that any student with an illness requiring treatment receives such treatment before coming to Japan.

- (5) Military personnel or military civilian employees at the time of their arrival in Japan and/or during the period of the payment of the scholarship are not eligible.

### **3 Notice Method**

Each institution can decide how to notify students about this Scholarship. However, the notification should be done in the most effective way in order to ensure that outstanding students will apply for the Scholarship.

Application Guidelines may be obtained from the Embassy of Japan, or can be downloaded from the MEXT's website: <http://www.mext.go.jp/en/policy/education/highered/title02/detail02/sdetail02/sdetail02/1374094.htm>

In addition, applicants should be instructed to seek information about the universities offering YLP courses through their brochures or websites. (Please see the Application Guidelines of each course for the relevant URLs.)

### **4 Acceptance of Application Forms**

Please make sure that applicants observe the application period strictly and submit the necessary number of documents (including copies of documents). The recommending institution must verify if all applications are completed correctly and not lacking any necessary documents. Please accept the application forms only when necessary corrections are made by the applicants. On acceptance, please make sure particularly following points.

#### **(1) The language and translations**

Documents must be filled out or written in English. Attach an English translation if they are written in another language.

#### **(2) Documents to be submitted**

##### **(a) Application form**

(i) The prescribed forms of this year must be used for to application. Please fill out the forms clearly (especially the applicant's name) and put an application form and all other necessary documents of an applicant together into one envelope.

(ii) In the column of 'Educational Background', please write the names of the schools or institutions that the applicant attended in the spaces of 'Elementary Education', 'Secondary Education' and 'Higher Education' which correspond to the Japanese education system of 'Elementary Education - Elementary School', 'Secondary Education - Lower/Upper Secondary School' and 'Higher Education - Undergraduate/Graduate school'.

\*Note: Please write the exact number of years that the applicant was enrolled in each institution. If an applicant skipped a year in any school or institution, it must be mentioned.

##### **(b) Certified grade transcripts for each academic year**

Transcripts of the certified grades earned by the applicant in all the subjects studied for each academic year at the student's undergraduate and/or graduate schools are necessary (A degree certificate or a graduation certificate simply showing the ranking of the applicant at graduation will not substitute for academic transcripts. The transcripts must show the grade scale applied.). If the transcript is not duplicable, a certified true copy of the original transcript should be submitted. Every year there are many incomplete applications that the original transcripts are not attached or the submitted copies are not verified. Please read the Application Guidelines carefully.

##### **(c) Recommendation letters**

Please make sure to issue recommendation letters from your institution for the applicant. There are many cases

that such letters are not attached. In a letter, there should be included detailed description of the applicant's personality such as academic ability, motivation for studying in Japan and Japanese language, experience of study abroad.

For 'Recommendation Letter from the applicant's direct superior at work' and 'Recommendation Letter from the applicant's superior at work or supervising professor of the university', only those written on the prescribed forms will be accepted. Please make sure that applicants submit all of two letters.

**(d) Certificate of health**

Applicants must use the prescribed form and have the doctor fill out all items in the form. Recommending institutions must choose medical institutions for the physical examination.

In the past, some students were affected with illness such as tuberculosis and mental disorder after arriving in Japan even though they have not stated having any illness at the interview conducted by recommending institutions. Please take this fact into account when you interview and examine applicants. Please mention in the recommendation letter when there are applicants with disabilities and need special care to study in Japan.

**(e) Graduation certificate (English translation must be attached)**

A graduation certificate from graduate and/or undergraduate schools must be submitted. Every year there are many incomplete applications that the original transcripts are not attached or the submitted copies are not verified. Please read the Application Guidelines carefully.

**(f) An essay of 3 pages explaining reason for application and future plans**

An essay within 3 pages must be submitted. In the essay the reason for application and applicant's future plans after the completion of YLP must be explained concisely and concretely.

**(g) Certificate of English proficiency**

Every year there are many cases that certificates are not submitted. Please make sure that applicants submit them.

**(3) How to submit application documents**

Put all the application documents of each applicant into one envelope designated by MEXT.

**(4) Putting number on the documents**

According to the Application Guidelines, applicants are requested to number the documents in the upper right-hand corner. In case this is not done by applicants, the recommending institution should number the documents accordingly.

**(5) Incomplete application documents**

Application documents not completed fully and correctly or lacking necessary documents will not be accepted. If applicants cannot get any of necessary documents because of the circumstances in their home countries, such documents could be substituted by the ones certified to be true by the issuing authority, the government in their home countries or the Embassy of Japan.

**5 Applicants Staying in Japan**

Recommending institutions can decide whether they permit exceptionally the application of people already staying in Japan, but applicants living in their home countries have priority over those people. However, those

who have been currently enrolled in a Japanese university with a status of residence of "Student" and those who are enrolled or scheduled to be enrolled as a privately financed international student during the period from the beginning of application to the beginning of the scholarship payment are not eligible.

## II SELECTION OUTLINE

The candidates to be recommended to MEXT through the Embassy of Japan and the Japanese Ministry of Foreign Affairs should be selected in accordance with the following method.

### 1 Method of Selection

Each recommending institution can use the selection method at their discretion, but is asked to examine accurately each applicant's English ability, personality, reasons for applying, etc. in full consideration with the objectives and characteristics of each course.

### 2 Criteria for Selection

Candidates must meet the following criteria along with the required qualifications:

- (1) Candidates must have excellent grades and have the ability to study in their desired field;
- (2) Candidates must be physically and mentally healthy (The students who have developed symptoms of mental problems, malaria, tuberculosis, diabetes, hepatitis, etc., after coming to Japan have usually suffered from the same disease in the past. Please take this into consideration.);
- (3) Candidates must have a verifiable identity;
- (4) Candidates must be able to easily adapt to a new environment and a different culture;
- (5) Candidates must have a rich international cultural understanding;
- (6) Candidates must not have Japanese nationality or dual nationality between his/her country and Japan;
- (7) Candidates must not be a military personnel or military civilian employees;
- (8) Candidates must not be currently enrolled in a Japanese university with a visa status of "Student" or enrolled or scheduled to be enrolled as a privately financed international student during the period from the beginning of application to the beginning of the scholarship payment;

Please do not recommend applicants who obviously have difficulty in continuing their studies for the required period of time after coming to Japan (i.e., those who have to do military service, etc.).

## III RECOMMENDATION OUTLINE

The nomination of candidates should be made by the recommending institution with their completed application documents by the date designated by the Embassy of Japan. It is the responsibility of the recommending institution to ensure that all necessary documents are provided by the deadline.

In case some of the necessary documents are lacking and need to be submitted later, please make sure to confirm the deadline with the Embassy of Japan. If the document is not submitted by the deadline, or cannot be expected to be ready, it will be considered as "unaccepted" (impossible to recommend).

## **IV SELECTION AND ANNOUNCEMENT OF RESULT**

### **1 First Screening**

The candidates who are recommended by each recommending institution are selected by the universities offering YLP courses in the First Screening. The selection will be based on the submitted documents and a face-to-face or telephone interview. The universities will recommend candidates to the YLP committee established in MEXT, based on the results of the First Screening.

### **2 Second Screening**

The YLP committee conducts the Second Screening for the candidates recommended by the universities.

### **3 Announcement of Result**

After the Second Screening process, the final selection results will be notified to each recommending institution through the Embassy of Japan. The recommending institutions notify the results to their candidates, and confirm the successful candidates their intention to enroll the accepting university by submitting a designated form of Pledge to the Embassy of Japan.

### **4 No objection is permitted**

The recommending institution must explain to the successful candidates that any objection to the decision on the university placement or course will not be accepted when notifying the results.

### **5 In Case of Withdrawal**

If a successful candidate expresses withdrawal from this program, the recommending institution asks him/her to contact the Embassy of Japan with the letter containing the reason for withdrawal and his/her signature. The withdrawal will be notified to the accepting university via the Embassy of Japan, the Ministry of Foreign Affairs and MEXT.

### **6 Waiting List**

When the number of successful candidates is less than the prescribed number because of withdrawals etc., there is a possibility that candidates on the Waiting List will additionally pass the Selection. The candidates to be put on the Waiting List will be chosen by the YLP committee during the Second Screening, and the YLP committee will not choose any more candidates after the Second Screening.

The accepting university will contact the successful candidates from the Waiting List to confirm their intentions to enroll the university. Once confirmed, the official result will be notified to the recommending institution via the Embassy of Japan.

## V PROCEDURES AFTER SELECTION

Selected students (grantees) may cause various problems after coming to Japan because of their lack of knowledge or misunderstanding of procedures for coming to Japan. Please pay particular attention to the following points. If there are any questions about procedures after selection, please inquire the Embassy of Japan.

### 1 Visa Issuance

A 'Student' visa will be issued by the Embassy of Japan in each grantee's country to the grantee upon his/her application for visa issuance.

### 2 Airline Ticket

- (1) MEXT stipulates the travel schedule and route, and provides the grantee via the Embassy of Japan an economy-class airline ticket for the flight from the international airport closest to grantee's residence (in principle, the country of nationality) to Narita International Airport or any other international airport used on the normal route to the accepting university. In principle, the address in the country of the grantee's nationality stated in the application form shall be recognized as his/her "residence." However, if the address stated in the form is decided to be changed at the time of departure from his/her country, the new address within his/her home country will be regarded as his/her "residence".
- (2) The provided airline ticket has a fixed date and flight number. Visiting relatives or friends, staying for sightseeing, research or short visit, etc. on the way to Japan are not permitted.
- (3) The departure date and flight are fixed due to hotel arrangements at a stopover location, flight transfer circumstances, arrival procedures, and residency arrangements. Therefore, change of the ticket date by the grantee is not permitted.
- (4) The provided airline ticket cannot be transferred to another person, nor can it be exchanged for money. Furthermore, the grantee shall bear at his/her own expense all costs related to domestic travel from the grantee's residence to the nearest international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within Japan (including airline transit costs), travel insurance expenses, carry-on luggage or unaccompanied baggage expenses, etc.
- (5) The airline ticket will only be provided for the grantee. Family members or others who may accompany the grantee to Japan will not receive any travel or other funds.

### 3 Date of Arrival in Japan

- (1) The arrival period will be designated by the accepting university within two weeks before and after the starting date of the course.
- (2) If the grantee intends to arrive in Japan before the arrival period designated by the university, the scholarship for that month will not be paid.
- (3) The airline ticket will not be provided to any grantees who intend to come to Japan before/after the designated date by MEXT without permission, and there will be no refund after arrival. The grantee will be treated as a student of this program only after the arrival date designated by MEXT. Therefore, if a grantee intends to come to Japan before the designated date, he/she must bear the responsibility for travel arrangements, entrance procedures and living arrangements after arrival.
- (4) In principle, the change of grantee's arrival date and flight will not be permitted. However, if any change is required due to unavoidable reasons for him/her, please contact MEXT through the Embassy of Japan. In such a case, the grantee must wait for the contact from MEXT after all the procedures including residence arrangements, etc., are rescheduled. In Japan, all courses will begin right after the arrival date. In case of arrival delay, there is a possibility that the acceptance to this program will be revoked.

- (5) If the travel agency demands payment for the difference of flight fee due to any departure or flight changes and if the grantee pays at the moment of departure, no refund will be given after arrival. Therefore, when any changes occur, please contact the Embassy of Japan to find out the necessary procedures before departure.

#### **4 Withdrawal or Revocation of Acceptance**

- (1) If a grantee cannot arrive within the designated arrival period, it will be a great hindrance to the grantee's education at the university as well as the research program. In this case, the acceptance to this program might be revoked.
- (2) If a grantee withdraws from the program after receiving the airline ticket, MEXT will collect it through the travel agency.
- (3) If a recommending institution sends many grantees that withdraw from this program or return to their home country due to personal reasons in the middle of the program, the institution's participation as a recommending institution will be reconsidered. Therefore, when recommending candidates, please make sure to guide them not to withdraw from the program as much as possible.

#### **5 Students Accompanied by Family Members**

- (1) If a grantee wishes to be accompanied by his/her family members, the recommending institution must ask the grantee to inform it to the accepting university before departure. If the family members wish to accompany the grantee, they must be informed that there will be no increase of the scholarship and no traveling fee for the family members.
- (2) Immigration procedures for the family members will be completely different from those for the grantee. Therefore, please make sure to ask the Embassy of Japan about necessary procedure to obtain the visa for the family members before departure.

#### **6 Guidance before Departure Date**

As the Embassy of Japan will hold an orientation session before departure, the recommending institution must ask the grantees to participate in the orientation.

