

F.No.12040/02/2025-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-110067  
Dated: 17.02.2025

**TRAINING CIRCULAR**

**Subject: Knowledge Co-Creation Program on Maritime Safety and Security Policy Program to be held in Japan from 25.09.2025 to 15.09.2026 under the Technical Cooperation Program of the Government of Japan.**

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on "Maritime Safety and Security Policy Program" to be held in Japan from 25.09.2025 to 15.09.2026 under the Technical Cooperation Program of the Government of Japan.

2. This program aims to develop personnel with advanced practical knowledge, advanced analytical and communication skills in English. This program will also help develop a sense of partnership and mutual understanding among participants, thereby strengthening the collaborative relationships among the participants' countries.

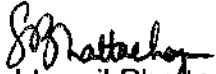
3. The applying organizations are expected to nominate a junior officer working in a maritime safety and security related organization in one of the following positions:

- Section chief or equivalent at a central authority (if serving under a central authority)
- Assistant division chief or equivalent at a local authority (if serving under a local authority)
- Lieutenant, Lieutenant Commander or Commander (or an equivalent rank)
- Inspector or superintendent (or an equivalent title if in law enforcement)

The officer should be a bachelor's degree or its equivalent; have competent command over spoken and written English; must be in good health (both physically and mentally); be under forty-five (45) years old as of October 1, 2025. More information may be seen in the general information brochure.

4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination: -

- a. Whether attended any foreign training program in the past? If so, the duration/details thereof;
  - b. Whether cleared from vigilance angle;
  - c. Age;
  - d. Whether working in North East State/J&K;
  - e. A brief in 50-100 words justifying the nomination.
5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, meal and living expenses); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).
6. It is, therefore, requested that the nomination of suitable government officials/officers from CCA/State/UTs government may please be forwarded (**in two copies**) to this Department in JICA's prescribed format duly authenticated by the HOD of the concerned Ministry/ Department/State Governments/UTs in accordance with the eligibility criteria.
7. The applications should reach this Department through the Administrative Ministry/Department not later than **17.03.2025**. Nominations received after the prescribed date may not be considered. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.

  
(Subhranil Bhattacharya)  
Section Officer(FT)  
Tele No: 011-2670328

Copy to: - (Through DoPT's website).

1. Secretary, Ministry of Shipping, GoI, New Delhi.
2. Secretary, M/o Environment Forest & Climate Change, GoI, New Delhi.
3. Secretary, M/o Home Affairs, GoI, New Delhi.
4. Director General, Coast Guard Headquarters, Directorate of Personnel, National Stadium Complex, Lodhi Road, New Delhi -110001.
5. Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
6. Senior Representative, Japan International Cooperation Agency, 16<sup>th</sup> Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
7. NIC with request to post the circular along with the JICA's circular on this Department's website.



# Knowledge Co-Creation Program (Group & Region Focus)

General information on

**Maritime Safety and Security Policy Program  
(Master's Program)**

**課題別研修「海上保安政策プログラム」(修士課程)  
JFY 2025**

**Course No.: 202411668-J001**

**202208924-J006 (Bangladesh)**

**202110870-J008 (another Indonesia)**

**Course Period in Japan: From September 25, 2025 to September 15, 2026**

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, 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.

# I. Concept

## **Background**

Asian region is home to one of the world's most congested sea-lanes, such as the Malacca and Singapore Straits and the Indian Ocean, and it is an extremely important region for maritime transportation of energy resources, food, commodities, and other products. Trouble-free maritime transportation has contributed to the region's remarkable economic growth and prosperity as well as that of the world economy.

To attain stable transportation in these sea-lanes, establishing international maritime norms based on the rule of law is essential to preserve and develop maritime international order. Also, it is imperative that coastal states proactively address maritime issues such as piracy, illegal migration, smuggling, maritime disasters, and environmental protection.

"Maritime Safety and Security Policy Program" for junior officers of maritime safety and security related organizations in the Indo-Pacific region aims to nurture personnel with advanced capabilities required to plan and formulate their country's maritime policies, which will contribute to steady growth and international order in the region.

The course bridges practical and theoretical aspects of maritime safety and security, and include international relations, maritime issues, international laws, and other relevant issues.

## **For what?**

This program aims to develop personnel with advanced practical knowledge, advanced analytical and communication skills in English. This program will also help develop a sense of partnership and mutual understanding among participants, thereby strengthening the collaborative relationships among the participants' countries.

## **For whom?**

This program is designed for junior officers of maritime safety and security related organizations.

## **How?**

"Maritime Safety and Security Policy Program" is designed to build capacity of policymaking specialists in the field of maritime safety and security by providing training and education that utilizes the expertise of the National Graduate Institute for Policy Studies (GRIPS) and the Japan Coast Guard (JCG).

GRIPS will provide the most essential curriculum in policymaking and international relations, while the Japan Coast Guard Academy (JCGA), an educational facility of the JCG, will provide training and practical education in maritime safety and security.

Participants will also conduct case studies to strengthen their knowledge and skills. Participants is required to write a research paper about a specific issue in accordance

with the guidance and advice from academic advisers over the course of the program. This is master's program conducted within a framework of JICA Knowledge Co-Creation Program (Group & Region Focus). Therefore, Research guidance will be provided as for a master's student at a regular graduate school.

## II. Description

### 1. Title (Course No.)

Maritime Safety and Security Policy Program (202411668-J001)  
(only Bangladesh 202208924-J006, another Indonesia 202110870J008)

### 2. Course Duration in Japan

September 25, 2025 to September 15, 2026

- GRIPS: October 1, 2025 - March 31, 2026
- JCGA: April 7 – August 5, 2026
- GRIPS: August 12 - September 11, 2026

### 3. Target Regions or Countries

India, Indonesia, Malaysia, Philippines, Sri Lanka, Vietnam, Bangladesh, Marshall

### 4. Eligible / Target Organization

Maritime safety and security related organizations in the Indo-Pacific region

### 5. Capacity (Upper Limit of Participants)

9 participants

### 6. Language

English

### 7. Objective(s)

Junior officers from maritime safety and security related organizations will acquire advanced practical application, management and problem-solving skills, analytical capability, and ability to communicate effectively in an international environment. Consequently, the participants will be able to fulfill their duties and improve ability to deal with international issues in timely and appropriate manner. Furthermore, by fostering mutual understanding, this program will help to build network of participating countries.

### 8. Overall Goal

This program will contribute to reinforcing partnerships among the participants' countries by helping to maintain a strong and sustainable network among maritime safety and security related organizations in the Indo-Pacific region. This will help to preserve and develop international maritime order in the region in accordance with the rule of law.

### 9. Output and Contents / Module

This program consists of (1) pre-departure assignment and (2) program in Japan.

**(1) Pre-departure assignment** (August to September 2025)  
 Upon receipt of the Notice of Acceptance, participants are required (1) to prepare and submit a Job and Country Report, and (2) prepare for lectures and research paper by obtaining basic information on maritime safety and security

**(1) Job and Country Report:**  
 Please submit Job and Country Report presentation material.  
 There will be a “Job and Country Report” presentation session after arriving in Japan. The purpose of the session is to share the situation of each country for mutual understanding.

- 1) Presentation material:  
 Please produce PPT presentation document with maximum pages as below.
  - Outline of the country (politics, geo-politics, economics (incl. GNI per capita), society): 2 pages
  - Maritime safety policy: 2 pages
  - Outline of maritime institutions, including mandate and organization chart: 3 pages
  - Challenges of your institution: 2 pages
  - Your responsibility at each institution: 2 pages.
- 2) Presentation time: approximately 10 mins
- 3) Audiences: fellow participants, lecturers in GRIPS and JGCA, JICA, etc.
- 4) Submit to [cictp@jica.go.jp](mailto:cictp@jica.go.jp) by 18 September 2025.

**(2) Preparation for lectures and research paper:**

- 1) Familiarize with laws and regulations of one’s country concerning maritime safety and security as well as international laws and conventions
- 2) Collection of cases and search of literature related to international maritime issues

**(2) Program in Japan** (September 2025 to September 2026)  
 This program consists of lectures, case studies, field trips and independent study.  
 Curriculum of the academic year 2024-2025 is shown in Fig.1 for your reference.

| Expected Module Output   | Courses/Focus of Instruction  | Mode of Instruction        |
|--|---|----------------------------|
| Acquisition of socio-scientific knowledge needed to address international issues | Required Courses :<br>International Relations<br>International Relations in East Asia<br>International Security Studies   | Lecture<br>·<br>Case Study |
|  | Recommended Courses :<br>Economic Development of Southeast Asia<br>Development Economics<br>East Asian Economies<br>The Making of Modern Japan<br>Analysis of Great Power Politics<br>Comparative Political Economy<br>International Development Policy<br>Government and Market<br>Government and Politics in Japan<br>International Political Economy<br>Comparative Politics<br>State and Politics in Southeast Asia<br>Non-Traditional Security<br>The World and the SDGs<br>Introduction to Quantitative Methods |                            |

|   |   |   |
|---|---|---|
| Improvement of understanding of legal matters related to maritime safety and security   | Required Courses :<br>International Law<br>International Law of the Sea<br>Policy for Search & Rescue; Salvage and<br>Maritime Disaster Prevention<br>Maritime Police Policy  | Lecture<br>·<br>Case Study                      |
|   | Recommended Courses :<br>International Comparative Criminal Law<br>Introduction to Oceanography<br>Marine Environment and Pollution<br>Safety Management Systems I<br>Safety Management Systems II<br>Information Management System I<br>Information Management System II<br>Ship Maneuverability and Practical<br>Operation<br>Fundamentals of Advanced Energy<br>Engineering<br>Introduction to International Maritime Safety<br>and Security Conventions |   |
| Study of methods for examining maritime issues based on existing practice and legal theory and resolving these issues in order to contribute to the construction of international maritime norms based on the rule of law | Required Courses :<br>Case Study on Maritime Safety and Security<br>Policy I<br>Case Study on Maritime Safety and Security<br>Policy II   | Practical<br>Case<br>Studies<br>·<br>Field trip |
| Preparation of a research paper exploring a solution to a particular issue by using a comparative method and other relevant methods   | Required Course :<br>Independent Study:<br>A research paper examining a specific<br>problem and analyzing ways to solve it<br>under the guidance of professors; a final<br>presentation   | Analysis<br>·<br>Presentati<br>on               |

## III. Eligibility and Procedures

### 1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) This project is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the program for those specific purposes.
- (4) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- (5) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

### 2. Nominee Qualifications

Applying organizations are expected to select nominees who meet the following qualifications.

#### (1) Essential Qualifications

- 1) Applicants must be nominated by their governments in accordance with the procedures described in Section III-4.
- 2) Organization in one of the following positions:
  - Section chief or equivalent at a central authority (if serving under a central authority)
  - Assistant division chief or equivalent at a local authority (if serving under a local authority)
  - Lieutenant, Lieutenant Commander or Commander (or an equivalent rank)
  - Inspector or Superintendent (or an equivalent title if in law enforcement)
- 3) Job experience in maritime safety and security related areas / organizations: three (3) years or more:
- 4) Educational Background: a bachelor's degree or its equivalent
- 5) Language requirements: Applicants are required to submit official report of TOEFL iBT or IELTS score. Admission priority will be given to applicants with TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher. See ANNEX 1 to apply for a waiver of the English language proficiency requirement.
- 6) Health: Required to be judged by medical doctor that medically adequate to



participate in the Program in Japan. Prescribed health certificate by medical doctor is required for application.

Pregnant persons are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

7) Age: under forty five (45) years old as of October 1, 2025

## **(2) Recommended Qualifications**

1) Gender Equality and Women's Empowerment:

Women are encouraged to apply for the program. 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.

## **3. Required Documents for Application**

**(1) Application Form:** Application Form is available at **the JICA overseas office (or the Embassy of Japan)**

**(2) Photocopy of Passport:** Please submit photocopy of passport with the application form if you possess your passport which you will carry when entering Japan for this program. If not, please submit the photocopy as soon as passport is issued.

\*The following information should be included in the photocopy:

Name, date of birth, nationality, sex, passport number and expiry date

**(3) Application Materials for GRIPS/JCG Master's Program**

The curriculum of this program has been approved as that of a master's program by both GRIPS and JCG. Therefore, each applicant is required to prepare and submit all of the materials for admission to the GRIPS/JCG Master's Program as indicated in ANNEX 1.

Please be noted in advance that some applicants might be requested to submit extra complementary documents (unspecified documents in ANNEX 1) depending on their filed educational and career records.

**(4) Information on military status**

Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military. Please indicate military status of your institution and yourself with ANNEX 2.

## **4. Procedures for Application and Selection**

**(1) Submission of the Application Documents**

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

All required material must arrive at **JICA Center in Japan** by March 31 2025.

**\*Please go through the Application form before submitting and make sure all required material are prepared with your own responsibility.**

## **(2) Selection**

- 1) After receiving the application documents through appropriate administrative procedures in the respective government, JICA office (or the Embassy of Japan) in respective country conduct a screening and send the documents to JICA Chugoku, which organizes the program.
  - 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. Please inform the JICA office of applicant's military status, even in plausible case, as soon as possible in order to avoid delay in selection process.
- 2) JICA Chugoku will carry out the screening jointly with JCG to select successful applicants out of those who meet the qualifications described in Section III-2.
- 3) Some applicants may be requested to take an examination and / or come for an oral interview, which will be conducted by zoom/Microsoft Teams, telephone or TV conferencing at JICA office in respective country.
- 4) A committee consisting of GRIPS, JCG, and JICA, will screen the academic qualifications of the applicants using the application materials such as official transcripts.
- 5) The final candidates will be selected by the Academic Council of GRIPS by the end of July 2025.

Some qualified applicants may not be accepted due to the limited number of seats in the Program.

## **(3) Notice of Acceptance**

- 1) The JICA overseas office (or the Embassy of Japan) will notify the results not later than Aug 8, 2025.
- 2) Acceptance agreement, together with an official admission letter, will be sent from GRIPS to each accepted applicant.

## **5. Conditions for Participation**

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),

- (5) 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,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

## **6. Certificate and Master's Degree**

- (1) Participants who have successfully completed the program will be awarded a certificate by JICA.
- (2) Participants who have successfully completed all requirements at GRIPS and JCGA will be awarded the degree of Master of Policy Studies.

## IV. Administrative Arrangements

### 1. Organizer (JICA Center in Japan)

#### (1) Center: JICA Chugoku Center (JICA TOKYO)

\*"Chugoku" is the name of the region consisting of five (5) prefectures in the western part of Japan's main island. JICA Chugoku is in charge of implementing JICA's projects/programs in the region.

#### (2) Program Officer: Ms. Yu MATSUMOTO ([cicttp@jica.go.jp](mailto:cicttp@jica.go.jp))

### 2. Implementing Partner

#### (1) Japan Coast Guard (JCG)

URL: <http://www.kaiho.mlit.go.jp/e/english.pdf>

Address: 2-1-3 Kasumigaseki, Chiyoda-ku, Tokyo, 100-8976, Japan

TEL/FAX: +81-3-3580-0936

("81" is country code for Japan, and "3" is local area code)

#### (2) National Graduate Institute for Policy Studies (GRIPS)

URL: <https://www.grips.ac.jp/en/>

Address: 7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677, Japan

TEL: +81-3-6439-6046

("81" is country code for Japan, and "3" is local area code)

Description: The National Graduate Institute for Policy Studies (GRIPS) is a graduate school and research institute established in October 1997. GRIPS aims to be an international center of excellence for the education of future leaders in policy areas, advancement of policy research, and systematic collection and dissemination of policy-related information.

### 3. Travel to Japan

(1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

### 4. Accommodation in Japan

JICA will arrange the following accommodations for the participants in Japan:

JICA Chugoku Center (JICA Chugoku)

Address: 3-3-1, Kagamiyama, Higashihiroshima, Hiroshima 739-0046, Japan

TEL: +81-82-421-5800 FAX: +81-82-420-8082

("81" is country code for Japan, and "82" is local area code)

JICA Tokyo Center (JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

("81" is country code for Japan, and "3" is local area code)

Please refer to the TIC facility guide at

[https://www.jica.go.jp/tokyo/english/office/c8h0vm0000fghcxq-att/facilities\\_service\\_guide.pdf](https://www.jica.go.jp/tokyo/english/office/c8h0vm0000fghcxq-att/facilities_service_guide.pdf)

If there is no vacancy at JICA centers, JICA will arrange alternative accommodations.

## 5. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals and living expenses.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) 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).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

\*Link to JICA HP (English/French/Spanish/Russian):

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

## 6. Pre-departure Orientation\*

A pre-departure orientation will be held at respective country’s JICA office (or the Japanese Embassy), to provide Participants with details on travel to Japan, conditions of the course, and other matters.

\*YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception (Front desk), Lobby, Office, Accommodation (Room), Amenities (Hand dryer), Bathroom (Shower and Toilet), Toiletries, Restaurant, Laundry Room (Washing machine, Iron), ICT Room (Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

| <b>Part I: Knowledge Co-Creation Program and Life in Japan</b> |   |
|--|---|
| English ver.   | <a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>                           |
| <b>Part II: Introduction of JICA Centers in Japan</b>          |   |
| JICA Tokyo   | <a href="https://www.jica.go.jp/tokyo/english/office/index.html">https://www.jica.go.jp/tokyo/english/office/index.html</a>     |
| JICA Chugoku   | <a href="https://www.jica.go.jp/chugoku/english/office/index.html">https://www.jica.go.jp/chugoku/english/office/index.html</a> |

## V. Other Information

### 1. Dress Code: Formal Clothes (suit and tie or officer uniform) required

(1) Participants are requested to wear suit with tie or other formal clothes for the opening ceremony, courtesy calls and receptions.

Please bring officer uniform.

(2) During lectures at JCG and JCGA, suits or formal clothes are required. Jeans or T-shirts are not allowed at these institutes.

(3) During lectures at GRIPS, there is no dress code. Casual clothes are accepted.

### 2. PC

Participants are encouraged to bring their own PCs for presentation of Job and Country Report presentation and writing research papers.

## **For Your Reference**

### **JICA and Capacity Development**

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has

developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.





**Contact Information for Inquiries**

For inquiries and further information, please contact the JICA overseas office or the Embassy of Japan. Further, address correspondence to:

**JICA Chugoku Center (JICA Chugoku)**

**Address: 3-3-1 Kagamiyama, Higashihiroshima, Hiroshima, 739-0046 Japan**

TEL: +81-82-421-5800 FAX: +81-82-420-8082

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

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

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

| Form   | Filled by   |
|--|---|
| <b>Form1. Official Application Form</b>                        | <ul style="list-style-type: none"><li>• To be filled by you and your supervisor*</li><li>• To be signed by your supervisor</li><li>• Official stamp of your organization is needed.</li></ul> |
| <b>Form2. Nomination from the Organization</b>                 | You and your supervisor *   |
| <b>Form3. Individual Application Form</b>                      | You   |
| <b>Form4. Questionnaire on Medical Status and Restrictions</b> | You   |
| <b>Form5. Terms and Conditions, and Declaration</b>            | You   |

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

### Please be advised:

- To carefully read the General Information (GI) of the KCCP,
- To fill only in typewritten except for signature,
- To fill in the form in **English**,
- To use “√” or “x” to mark the ( ) options,
- To attach your photographs,
- To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,

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

- To prepare a copy of your passport,
- To confirm the application procedure stipulated by your government,
- To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- That your participation may be denied, if you fail to provide all required information and documents completely and on time.

**CHECK LIST before submission:**

| Items  | Form No.      | Check |
|--|---------------|-------|
| 1. Fill in all items in typewritten  | All the forms |       |
| 2. Your signature  | Form 3, 4, 5  |       |
| 3. Signature of your supervisor*   | Form 1, 2     |       |
| 4. Official stamp of your organization   | Form 1        |       |
| 5. Your photo  | Form 3        |       |
| 6. Attach a copy of passport (Machine Readable Zone)<br>*Applicants from Latin American and the Caribbean Countries, please refer to the note below. | -             |       |
| 7. Attach the required document(s) as instructed in the GI   | -             |       |

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

**Note for Applicants from Latin American and the Caribbean Countries:**

(1) If you are from any of the countries listed below and have a passport with a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and detailed passport information), and the page of U.S. visa:

Antigua and Barbuda, Argentina (only Japanese descendants), Barbados, Bolivia, Brazil, Chile, Colombia, Dominica, Ecuador, Grenada, Guatemala, Guyana, Haiti, Mexico, Peru, Rep. of Dominica, St. Christopher and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, or Venezuela.

(2) If you are from any of countries listed below and have a passport without a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and your detailed passport information).

Belize, Costa Rica, El Salvador, Honduras, Jamaica, Marshall, Micronesia, Nicaragua, Palau, Panama, Paraguay, Trinidad and Tobago, and Uruguay.

Application form for the JICA Knowledge Co-Creation Program:

## Form1. OFFICIAL APPLICATION FORM

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

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

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

**3. Course Duration**

From  to  (DD/MM/YYYY)

**4. Country**

**5. Organization**

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

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

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

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

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

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

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

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

Application form for the JICA Knowledge Co-Creation Program

**Form2. NOMINATION FROM THE ORGANIZATION****\*To be signed by your supervisor (the head of the relevant department / division of your organization).****1. Reason for nominating the Applicant**

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

**2. Expectation and Future Plan of Actions**

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

By nominator (head of relevant department/division)

|                            |
|----------------------------|
| Date                       |
| Name and<br>Title/Position |
| Signature                  |



**6) Contact Information**

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

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

**7) Present Position**

|   |  |                      |
|---|--|----------------------|
| Organization                                    |  |                      |
| Year that entered the organization              |  |                      |
| Department / Division                           |  |                      |
| Title   |  |                      |
| No. of years of service in the present position | Years  | From<br>(Month/Year) |
|   |  |                      |
| Type of Organization                            | <input type="checkbox"/> National Government <input type="checkbox"/> Local Government <input type="checkbox"/> Public Enterprise<br><input type="checkbox"/> Private (profit) <input type="checkbox"/> NGO/Private (Non-profit) <input type="checkbox"/> University<br><input type="checkbox"/> Other : _____ |                      |
| Number of employees                             |  |                      |
| Home Page Address                               |  |                      |

**【Questionnaire on Relationship with the Military】 (FOR ALL THE APPLICANTS)**

**Please mark Yes or No about your status.**

|   |
|---|
| (YES / NO) Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register)  |
| (YES / NO) Personnel of the Ministry of Defense, or organizations under the Ministry of Defense   |
| (YES / NO) Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency                                   |
| (YES / NO) Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations |
| (YES / NO) Personnel of civilian organizations which have divisions to conduct military-related activities  |

**4. Experience and Eligibility**

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

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

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

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

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

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

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

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

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

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





|                           |               |          |          |          |
|---------------------------|---------------|----------|----------|----------|
| 3) Other languages<br>( ) | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
|---------------------------|---------------|----------|----------|----------|

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

**5. Background and Purpose of Application**

**1) Current challenges in the organization in relation to the theme of the KCCP you are applying:**

Describe the issues that your organization/department intends to tackle by participating in this program.

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

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

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



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

By Applicant

|                            |
|----------------------------|
| Date                       |
| Name and<br>Title/Position |
| Signature                  |

**Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION**

**(Self-Declaration)**

**1. Present Medical Status**

(a) Have you taken any medicine or had a medical checkup by a physician for your illness such as diabetes, hypertension, asthma, etc.?

|   |   |
|---|---|
| [ ] No  | [ ] Yes:<br>Name of illness ( _____ ), Name of medicine ( _____ ) |
| <i>If yes, please attach your doctor's letter (preferably, written in English) that describes the current status of your illness, and gives agreement to your participation in the program.</i> |   |

(b) Do you have any allergies with medicine, food, pollen, etc.?

|        |  |
|--------|--|
| [ ] No | [ ] Yes:<br>What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.?<br>( _____ ) |
|--------|--|

(c) Please indicate any needs arising from disabilities that may require additional support or facilities.

|           |  |
|-----------|--|
| ( _____ ) | <i>Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be directly inquired by the JICA official in charge for a more detailed account of his/her condition.</i> |
|-----------|--|

**2. Medical History**

(a) Have you had any illness such as heart, hepatic, kidney disease, etc.?

|        |                                      |
|--------|--------------------------------------|
| [ ] No | [ ] Yes:<br>Please specify ( _____ ) |
|--------|--------------------------------------|

(b) Have you or/and your family members had tuberculosis?

|        |                                      |
|--------|--------------------------------------|
| [ ] No | [ ] Yes:<br>Please specify ( _____ ) |
|--------|--------------------------------------|

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

|        |                                      |
|--------|--------------------------------------|
| [ ] No | [ ] Yes:<br>Please specify ( _____ ) |
|--------|--------------------------------------|

(d) Have you ever had any sleeping, eating or other disorders?

|        |   |
|--------|---|
| [ ] No | [ ] Yes:<br>Please specify ( _____ )<br>Name of medicine taken if any ( _____ ) |
|--------|---|

**3. Other Medical Issues/Conditions**

If you have any medical issues/conditions that are not described above, please indicate below.

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

\* Are you pregnant?

|                             |   |
|-----------------------------|---|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes:<br>Weeks of pregnancy (            weeks) |
|-----------------------------|---|

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

I understand that medical conditions resulting from pre-existing conditions will not be financially compensated by JICA, and may be a reason for termination of the program.

I understand that this questionnaire will be checked by the people who are engaged in the program during my stay in Japan.

By Applicant

|                            |
|----------------------------|
| Date                       |
| Name and<br>Title/Position |
| Signature                  |

**※ Please notify JICA staff upon any changes in your health condition after submission of the form.**

## Form5. TERMS AND CONDITIONS

### 1. General Rules

---

The participants are requested:

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) 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,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course,
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

### 2. Privacy Policy

---

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

#### (1) Scope of Use

Any information used for identifying individuals (hereinafter referred to as "Personal Information") that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such Personal Information in accordance with the provisions of this privacy policy.

#### (2) Limitations on Use and Provision

JICA shall never intentionally provide Personal Information to any third party with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of the Personal Information grants permission for its disclosure to a third party;
- (c) In cases in which JICA needs to provide Personal Information for the persons or entities where JICA contracts out all or part of the KCCP and its relevant projects.  
The Personal Information provided herein will be only limited to the information necessary for the persons or entities to implement the contracted tasks.

#### (3) Security Notice

JICA takes measures required to prevent the divulgence, loss, or destruction of Personal

Information, and to otherwise properly manage such information.

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

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

### **3. Copyright Policy**

---

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scopes and/or conditions separately approved by JICA and/or the Original Author.  
If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the KCCP that are shown on the JICA website.  
([https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html))
2. All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies') works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
3. The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
4. JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

### **4. Portrait Right Policy**

---

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

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

\*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each participant.

## **DECLARATION** (to be signed by the Applicant)

---

- I understand and fully agree to the following terms and conditions set forth above.
  1. General Rule
  2. Privacy Policy
  3. Copyright Policy
  
- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.
  
- I understand the intention of JICA on “4.Portrait Right Policy” mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:  
 Agree /  Disagree
  
- I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

|                            |
|----------------------------|
| Date                       |
| Name and<br>Title/Position |
| Signature                  |

## **ANNEX 1: Application Materials for GRIPS/JCG Master's Program**

### **1. The Application Process**

Selection for admission is based on the evaluation of supporting documents that you submit. Before initiating your application, please carefully review the following details of the application process.

- You will NOT be registered as an applicant until we have received a complete set of your required supporting documents by post.
- 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.
- Ensure that all supporting documents meet our requirements (see Section 2, Supporting Documents).
- All of your supporting documents must reach JICA office (or the Embassy of Japan) by the designated deadline. Incomplete applications and applications received after the deadline will not be considered.
- Applicants are responsible for the timely delivery to the JICA office (or the Embassy of Japan) of all required documents. We strongly recommend that you send the documents by registered mail or courier service well ahead of the deadline.
- Applicants must send all required supporting documents (except for your official TOEFL test score report) together in one package.
- 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.

### **Protection of personal information**

All personal information that we receive from applicants will be used solely for the purposes of admissions screening, collecting statistical information, student registration, educational affairs, and collection of tuition. All information provided by applicants in their applications and supporting documents will remain confidential.

### **2. Supporting Documents**

#### Important notes

- All documents must be in English.
- Photocopies will not be accepted.
- Digital copies sent by e-mail will not be accepted.
- Do not attach any additional documents apart from the items listed below.
- If your name as written in your application is different from that on the document(s) you submit, please submit a copy of the relevant pages of your passport. If there is some reason (e.g. marriage) for the difference, please also submit official documentation of that reason (e.g. marriage certificate).
- Supporting documents to be prepared solely by the applicant, should be typed on computer wherever possible (A4 size paper and single-sided printing are preferable). If circumstances require, documents legibly handwritten with a ballpoint pen are acceptable.

- Application for Admission to GRIPS/JCG Master's Program** (use the designated form)

Please paste the photograph or insert the digital image (e.g., JPEG) onto the Application for Admission.



- One (1) clear photograph of your face** (30 mm wide x 40 mm high)

Please paste the photograph or insert the digital image (e.g., JPEG) onto the Application for Admission to GRIPS/JCG Master's Program.

- Two (2) letters of recommendation** (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. Ideally, one recommendation letter should come from a former professor or academic supervisor.

You are required to obtain the letters from your recommenders using the designated form and submit them. Each of your letters must contain both of the two 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.

- Certificate of employment** (use the designated form)

- Official transcripts of academic record and graduation/degree certificates**

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 that you attended/graduated from. 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.

- Official transcripts of academic record

Official transcripts should contain the following information:

- Name of the degree program/course
- Enrollment period
- Names of all courses taken and grades received
- Grading scale including the maximum grade point/score

If you are currently attending a university, please submit your most recent transcript.

- Official graduation/degree certificates

Official certificates should state the name of your degree and the date the degree was awarded. Provisional or temporary graduation/degree certificates are not acceptable. DO NOT send your original diploma, as documents will not be returned.

If you are currently attending a university, you must submit an authorized statement certifying the specific date of graduation and the title of the expected degree.

#### Important notes

- 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 verbatim English translation of the document, prepared by an accredited translator.

**Official evidence of English ability**

You are required to submit an official report of your TOEFL iBT or IELTS score. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher.

A TOEFL test score must be sent directly to JICA Chugoku by post from the test center (JICA Chugoku institution code for TOEFL is C237). A TOEFL test score sent by applicants will not be accepted.

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.

TOEFL PBT, revised TOEFL Paper-delivered Test and TOEFL ITP scores are not acceptable.

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

(There are two categories in our English test exemption policy.)

Category 1:

Applicants who have completed or expect to complete an undergraduate or 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 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 official documents issued by the educational institution you attended, certifying that your undergraduate or graduate education was conducted entirely in English. If the official transcript of your academic record or graduation/degree certificate includes that information, you need not submit a separate document.

This document must 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.

**Statement of purpose** (use the designated form)

**Certificate of health** (use the designated form)

**3. After You Apply: Notify the JICA office (or the Embassy of Japan) of any changes**

- You must notify the JICA office (or the Embassy of Japan) by e-mail as soon as possible of any changes in your personal data (e.g. address, phone number) or in your employment information (e.g., promotion, transfer) that may occur after you have completed your application.
- Details regarding to the graduate program may be obtained at the following websites:  
<https://www.grips.ac.jp/en/>

Maritime Safety and Security Policy Program by GRIPS and JCG  
In Co-operation with JICA, Japan

For GRIPS Use: Application ID

**APPLICATION FOR ADMISSION**  
**TO GRIPS/JCG MASTER'S PROGRAM 2025-2026**

(Please type or print, and use normal text, NOT "ALL CAPITAL LETTERS.")

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.

Paste your photograph or insert your digital image taken within the last three months, providing a clear, front view of your entire face.

(30 mm wide x 40 mm high)

**PERSONAL DATA**

1. Full name: \_\_\_\_\_

As written in your passport, from left to right, top to bottom (English alphabet only)

2. Date of birth: \_\_\_\_\_

Month/Day/Year

3. Age (as of October 1, 2025): \_\_\_\_\_

4. Gender:  Male  Female

5. Nationality: \_\_\_\_\_

As written in your passport

6. Present employer (name of organization): \_\_\_\_\_

(Does your organization belong to a central or regional authority?  Central  Regional  Neither)

(Upon admission to GRIPS,  I will be given study leave by my employer.  I will quit my job.)

7. Present position, department/section: \_\_\_\_\_

As written in your certificate of employment

8. Work address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Country code – complete number

9. Residential address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Country code – complete number

10. Preferred mailing address:

Work  Residence  Other, namely (Fill in the following fields.)

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Country code – complete number

11. E-mail 1: \_\_\_\_\_

E-mail 2: \_\_\_\_\_

**APPLICATION INFORMATION**

12. Education History

Tertiary Education

- List the names of the undergraduate and graduate institutions you attended or are currently attending **in chronological order**.
- Enter the names of the degrees you received and dates of enrollment at each institution.
- If your official transcript of academic records or graduation/degree certificate states your GPA, honors, class, or rank, enter this information as it is shown in your transcript or certificate. If your GPA is 2.9 and the maximum GPA is 4, you should enter 2.9/4. If your GPA is 1.25 and the maximum GPA is 1, you should enter 1.25/1. If your university does not use a GPA system, provide the graduating evaluation in the system used by your university (e.g., A:55, B:3, C:0, Excellent:3, Good:10, etc.). If nothing is available, enter N/A. Please note that we will verify it with the official transcripts that you will send us by post.
- The field(s) "Year & month of graduation" must be completed in accordance with the date(s) on which your degree(s) was (were) awarded/conferred, as stated in your official graduation/degree certificate(s).
- If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

| Tertiary education                  | Full name of institution & location (city & country) | Year & month of enrollment | Year & month of graduation | Duration of schooling | Name of degree | GPA | Honors/class/rank/ division (if available) |
|-------------------------------------|--|----------------------------|----------------------------|-----------------------|----------------|-----|--|
| Undergraduate level (Bachelor's)    |  |                            |                            | years and months      |                |     |  |
|                                     |  |                            |                            | years and months      |                |     |  |
|                                     |  |                            |                            | years and months      |                |     |  |
| Graduate level (Master's/ Doctoral) |  |                            |                            | years and months      |                |     |  |
|                                     |  |                            |                            | years and months      |                |     |  |
|                                     |  |                            |                            | years and months      |                |     |  |

From Primary to Secondary Education (Before Tertiary Education)

- If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

| From primary to secondary education | Full name of institution | Period of attendance |                  | Duration of schooling |
|-------------------------------------|--------------------------|----------------------|------------------|-----------------------|
|                                     |                          | (from) Month, year   | (to) Month, year |                       |
| Elementary school                   |                          |                      |                  | years and months      |
| Middle school/Junior high school    |                          |                      |                  | years and months      |
| (Senior) High school                |                          |                      |                  | years and months      |

|   |                  |
|---|------------------|
| Total number of years and months of education * (from elementary education to undergraduate/graduate education inclusive) | years and months |
|---|------------------|

\*Calculate and write the total number of years and months of education you will have completed at the time of your enrollment at GRIPS, based on your total time as a student (as detailed above, including extended leaves such as summer vacation).

13. English proficiency:

One of the following test scores is required. 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.**

TOEFL iBT: \_\_\_\_\_  
Score Month/Day/Year

IELTS Academic: \_\_\_\_\_  
Score Month/Day/Year

Other information:  Undergraduate education instructed in English  
 Graduate education instructed in English

Location of the accredited institution where you have completed or expect to complete an undergraduate/graduate degree:

The USA, the UK, Canada, Australia, New Zealand, or Ireland  
 Other country

14. References

List below two persons familiar with your academic and/or professional abilities, from whom you have requested letters of recommendation.

1. \_\_\_\_\_  
Name Position and affiliation

2. \_\_\_\_\_  
Name Position and affiliation

15. Employment history

List your current and previous employment (up to five positions) **in reverse chronological order**, starting with your most recent position. Exclude part-time work and internship.

| Organization, type, & city | Job title and description (maximum 20 words) | Dates                 |                     |
|----------------------------|--|-----------------------|---------------------|
|                            |  | (from)<br>Month, year | (to)<br>Month, year |
|                            |  |                       |                     |
|                            |  |                       |                     |
|                            |  |                       |                     |
|                            |  |                       |                     |
|                            |  |                       |                     |

**CERTIFICATION**

I certify that to the best of my knowledge all information given above is correct and complete, and I understand that any omission or misinformation may invalidate my admission or result in dismissal.

\_\_\_\_\_  
 Signature of the applicant

\_\_\_\_\_  
 Month/Day/Year

**Please submit this form along with other supporting documents by courier or registered mail.**

Maritime Safety and Security Policy Program by GRIPS and JCG  
In Co-operation with JICA, Japan

For GRIPS Use: Application ID

**LETTER OF RECOMMENDATION 2025-2026**

**TO THE APPLICANT:** Please complete this section (“Your name” and “Recommender’s name”), and give this form to your recommender who knows you well. Have your recommender complete the form, put it in an envelope, seal the envelope, sign it across the flap, and return the letter to you. Include this letter with your application and all the other application materials when you send in your application.

Your name:

\_\_\_\_\_

As written in your passport, from left to right, top to bottom (English alphabet only)

Recommender’s name:

\_\_\_\_\_

**TO THE RECOMMENDER:** Please write a recommendation letter for the above applicant, sign it, enclose it in an envelope, seal the envelope, and sign it across the flap. Return the sealed envelope to the applicant. This recommendation letter will remain confidential and will be used for application screening purposes only. You may attach additional sheets if the space provided is insufficient.

1. How long have you known the applicant? \_\_\_\_\_ years \_\_\_\_\_ months

2. In what capacity have you known the applicant?

\_\_\_\_\_

3. How often have you interacted with the applicant?

Daily  Weekly  Monthly  Rarely

4. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant’s overall **academic** ability?

- Outstanding (top 5%)
- Excellent (top 10%)
- Good (top 20%)
- Average (top 50%)
- Below average (lower 50%)
- Unable to comment

5. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant’s overall **professional** ability?

- Outstanding (top 5%)
- Excellent (top 10%)
- Good (top 20%)
- Average (top 50%)
- Below average (lower 50%)
- Unable to comment

6. Please evaluate the applicant in the areas below as excellent, average, poor, or unable to comment.

|                               | Excellent                | Average                  | Poor                     | Unable to comment        |
|-------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Academic performance          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Intellectual potential        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Creativity & originality      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Motivation for graduate study | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



7. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher, or educator. In describing such attributes as motivation, intellectual potential, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

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8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills, and reliability.

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9. **For university professors and instructors only**

Is the applicant's academic record indicative of the applicant's intellectual ability? If no, please explain.

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10. Additional comments, if any.

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11. How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at the National Graduate Institute for Policy Studies?

Outstanding       Good       Average       Poor

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Name of person completing this form: \_\_\_\_\_

Position/title: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Country code - complete number

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Month/Day/Year

Maritime Safety and Security Policy Program by GRIPS and JCG  
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**CERTIFICATE OF EMPLOYMENT 2025-2026**

This form must be completed by, or under the authority of, the applicant's employer or equivalent official. Please note that the official stamp or seal of, and signature by, any person other than the above persons will be considered as invalid.

This certificate must contain the same information (e.g., position, department/section, name of organization) as that stated in the applicant's Application for Admission.

**EMPLOYER DETAILS**

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

Postal code: \_\_\_\_\_

Phone: \_\_\_\_\_  
Country code - complete number

E-mail: \_\_\_\_\_

**EMPLOYEE DETAILS**

This is to certify that \_\_\_\_\_  
Full name of applicant (as written in his/her passport)

has been employed by this organization from \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Month/Day/Year

Please write "Present" above if the person is on a permanent contract.

Present position, department/section: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Civil servant qualification (e.g., BCS, IAS, IRS, CSS), if applicable: \_\_\_\_\_

This applies to applicants from Bangladesh, India and Pakistan.

**LEAVE OF ABSENCE APPROVAL**

Please tick only one box below.

- I will approve a leave of absence for the above employee to study at GRIPS if he/she is admitted for a period of one year.
- I will not approve a leave of absence for the above employee to study at GRIPS if he/she is admitted.

**Authorized person completing this form:**

Name: \_\_\_\_\_

Position/title: \_\_\_\_\_

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

Date: \_\_\_\_\_  
Month/Day/Year

Please put an official stamp or seal in this space.

If the official stamp or seal is in your local language and an English version is not available, please write its English translation in the margin of this form.

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**STATEMENT OF PURPOSE 2025-2026**

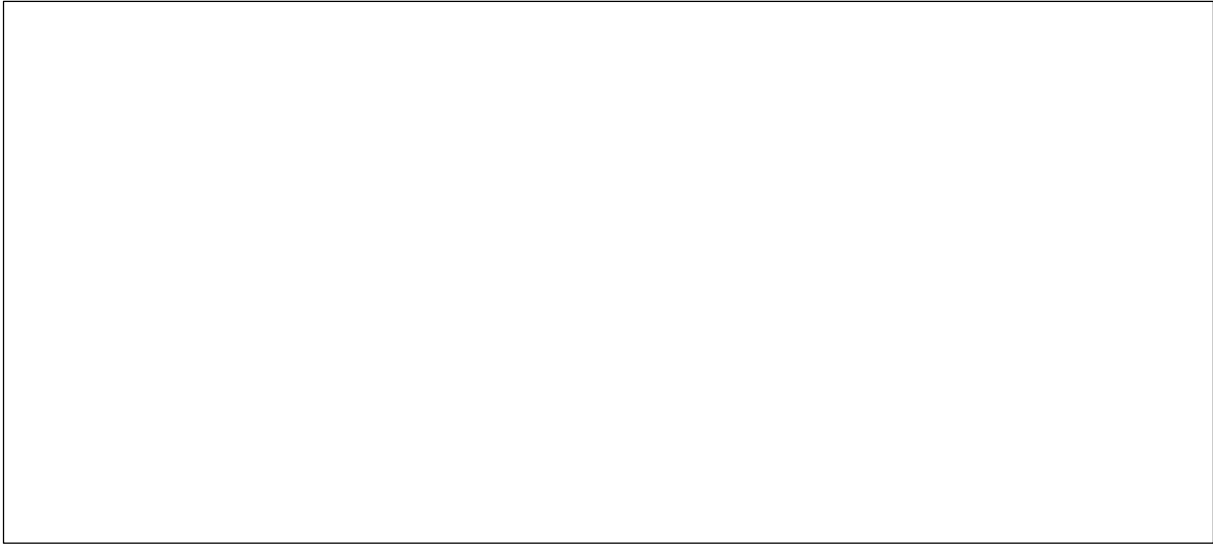
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(You can change the size of the boxes.)

1. Describe what you have learnt as a college or graduate school student (could be academic contents, your thesis, or any other experiences). (Up to 300 words)

2. Summarize your present duties and responsibilities, and your accomplishments at work. If you are still in school or do not currently work, summarize your accomplishments either at prior work or at school. (Up to 300 words)

3. State your purpose for studying at GRIPS. In particular, describe what you wish to study or investigate, what social problems and/or policy issues you wish to tackle, and how your studies at GRIPS might contribute to your future career. (Up to 300 words)





## ADDITIONAL QUESTIONNAIRE

NAME OF APPLICANT: \_\_\_\_\_

### 【Questionnaire on Relationship with the Military】 (FOR ALL THE APPLICANTS)

**Please mark Yes or No about your status.**

(YES / NO) Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register)

(YES / NO) Personnel of the Ministry of Defense, or organizations under the Ministry of Defense

(YES / NO) Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency

(YES / NO) Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations

(YES / NO) Personnel of civilian organizations which have divisions to conduct military-related activities

By Applicant

Date

Name and  
Title/Position

Signature

# 健康診断書 (2025年度版)

# CERTIFICATE OF HEALTH (for 2025)

(医師に記入してもらうこと)  
日本語又は英語により明瞭に記載すること。

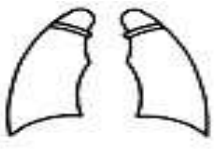
(to be completed by the examining physician)  
Please fill out (PRINT/TYPE) in Japanese or English.

|            |  |                       |                     |
|------------|--|-----------------------|---------------------|
| 氏名<br>Name | Surname 姓  | Given name 名          | Middle name ミドルネーム  |
| 性別<br>Sex  | <input type="checkbox"/> 男 Male<br><input type="checkbox"/> 女 Female | 生年月日<br>Date of Birth | 年 月 日<br>yyyy mm dd |

## 1. 身体検査 Physical examination

|                         |   |                               |  |
|-------------------------|---|-------------------------------|--|
| (1)身長<br>Body Height    | cm  | (2)体重<br>Body Weight          | kg   |
| (3)血圧<br>Blood pressure | mmHg~ mmHg  | (4)血液型<br>Blood type          | <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> AB <input type="checkbox"/> O <input type="checkbox"/> RH+ <input type="checkbox"/> RH- |
| (5)脈拍<br>Pulse          | <input type="checkbox"/> 整 Regular<br><input type="checkbox"/> /min <input type="checkbox"/> 不整 Irregular | (7)色覚異常の有無<br>Color blindness | <input type="checkbox"/> 正常 Normal<br><input type="checkbox"/> 異常 Impaired   |
| (6)視力<br>Eyesight Value | 裸眼<br>Without glasses   | (8)聴力<br>Hearing              | <input type="checkbox"/> 正常 Normal<br><input type="checkbox"/> 異常 Impaired   |
|                         | 矯正<br>With glasses or contact lenses  |                               |  |
| (9)言語<br>Speech         | <input type="checkbox"/> 正常 Normal<br><input type="checkbox"/> 異常 Impaired                                |                               |  |

## 2. 胸部聴診及びX線検査 (6ヶ月以内) Physical and X-ray examinations of the chest (within six months)

|   |   |  |                  |
|---|---|--|------------------|
| 撮影年月日<br>Date of X-ray  | 年 月 日<br>yyyy mm dd                       | フィルム番号<br>Film No.   |                  |
|  | (1) 肺 Lungs                               | <input type="checkbox"/> 正常 Normal<br><input type="checkbox"/> 異常 Impaired |                  |
|   | (2) 心臓 Cardiomegaly                       | <input type="checkbox"/> 正常 Normal<br><input type="checkbox"/> 異常 Impaired | → (4)へ Go to (4) |
|   | (3) 心電図 Electrocardiograph                | <input type="checkbox"/> 正常 Normal<br><input type="checkbox"/> 異常 Impaired | → (3)へ Go to (3) |
|   | (4) 胸部X線所見<br>Comment for the chest X-ray |  |                  |

## 3. 現在治療中の病気 Disease currently being treated

無 No  有 Yes (病名 Name of disease : \_\_\_\_\_)

## 4. 既往症 Past illness/disorder

該当するものにチェックし、完治時期/治療中を記入、いずれも該当しない場合は「なし」にチェックすること。

If it's applicable, tick  and fill in the date of recovery/under treatment.  
If NOT contracted any of them

|  |  |
|--|--|
| <input type="checkbox"/> なし None of below                              |  |
| <input type="checkbox"/> 結核 Tuberculosis                               | <input type="checkbox"/> その他1 Other disease name ( ) |
| <input type="checkbox"/> マラリア Malaria                                  | <input type="checkbox"/> その他2 Other disease name ( ) |
| <input type="checkbox"/> その他感染症 Other communicable disease             | <input type="checkbox"/> その他3 Other disease name ( ) |
| <input type="checkbox"/> てんかん Epilepsy                                 | <input type="checkbox"/> その他4 Other disease name ( ) |
| <input type="checkbox"/> 腎疾患 Kidney disease                            | <input type="checkbox"/> その他5 Other disease name ( ) |
| <input type="checkbox"/> 心疾患 Heart disease                             | <input type="checkbox"/> その他6 Other disease name ( ) |
| <input type="checkbox"/> 糖尿病 Diabetes                                  |  |
| <input type="checkbox"/> 薬剤アレルギー Drug allergy                          |  |
| <input type="checkbox"/> 精神疾患 Mental illness                           |  |
| <input type="checkbox"/> 四肢機能障害 Functional disorder in the extremities |  |

## 5. ワクチン接種歴 Vaccination History

接種済みの場合、接種回数を記入  
If already vaccinated, indicate the number of vaccinations

|   |         |  |         |
|---|---------|--|---------|
| <input type="checkbox"/> MMRV (Measles, Mumps, Rubella, Zoster) | Time(s) | <input type="checkbox"/> Hepatitis B                           | Time(s) |
| <input type="checkbox"/> MMR (Measles, Mumps, Rubella)          |         | <input type="checkbox"/> Chicken pox                           |         |
| <input type="checkbox"/> MR (Measles, Rubella)                  |         | <input type="checkbox"/> Meningitis                            |         |
| <input type="checkbox"/> M (Measles)                            |         | <input type="checkbox"/> Polio                                 |         |
| <input type="checkbox"/> Mumps                                  |         | <input type="checkbox"/> Diphtheria Pertussis Tetanus combined |         |

## 6. 検査 Laboratory tests

|                         |              |  |                   |  |                    |  |
|-------------------------|--------------|--|-------------------|--|--------------------|--|
| (1) 尿検査<br>Urinalysis   | 糖<br>Glucose | <input type="checkbox"/> Negative<br><input type="checkbox"/> Positive | 蛋白<br>Protein     | <input type="checkbox"/> Negative<br><input type="checkbox"/> Positive | 潜血<br>Occult blood | <input type="checkbox"/> Negative<br><input type="checkbox"/> Positive |
| (2) 貧血検査<br>Anemia test | 赤沈<br>ESR    | mm/Hr  | 白血球数<br>WBC count | /cmm   | 血色素量<br>Hemoglobin | 貧血<br>Anemia   |
| (3) 肝機能検査<br>LFT        | GPT<br>(ALT) | IU/l   | GOT<br>(AST)      | IU/l   | γ-GTP              | IU/l   |

## 7. 医師の診断・意見 Physician's impression of the applicant's health

(1) 総評  
Overall impression

(2) 定期通院や継続治療・投薬の必要性がありますか?  
Is there a need for regular hospital visits and/or continuous treatment (medication)?

なし No  
 必要あり Yes Please write diagnoses and treatment details below.

(3) 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

はい Yes  いいえ No

必ず「はい」又は「いいえ」にチェックしてください。  
Please be sure to check either "YES" or "NO".

it your observation that his/her health status is adequate to

|                               |  |                |  |
|-------------------------------|--|----------------|--|
| 医師署名<br>Physician's Signature |  | 日付<br>Date     |  |
| 検査施設名<br>Office/Institution   |  | 所在地<br>Address |  |