

## Instructions to Applicants

In prior to applying officially to the program, all candidates are required to fully understand program contents as per the following details.

### ▪ **Program Outline**

SDGs Global Leader Program intends to develop high-level human resources who could contribute to diplomacy and developments issues in respective fields, while further consolidating mid and long term good relationships between Japan and the target countries. Candidates who have high potential and passion to be leaders for enhancing bi-lateral relationships and development cooperation between Sri Lanka and Japan will be invited to apply.

### ▪ **Allocation to Government of the Democratic Socialist Republic of Sri Lanka**

Applicants from the Government of the Democratic Socialist Republic of Sri Lanka will be eligible to apply only to one- year Master's program on International Public Policy Program of IUJ.

### ▪ **Eligibility Criteria**

- Minimum qualifications specified in attached 2022 Admission Guideline should be fulfilled
- Current Duties: Young or middle Government official, prospective academics, personnel from private institutions who are expected to contribute policy formulation or its implementation for tackling sustainable developmental issues in respective fields.
- Age: Less than forty (40) years old in principle (As of April 1<sup>st</sup> 2022)
- Educational Background: Hold a Bachelor's Degree
- Language: Adequate English skills both in written and oral communication
- TOEFL iBT: 80,
- IELTS: 6.5
- Others: Candidate applicants must not be receiving nor planning to receive another scholarship during the program.

### ▪ **Application Documents**

- (1) Complete JICA KCCP Application Form ( enclosed)
- (2) Personal Statement
- (3) Research Interest description
- (4) College Certificates: Official transcript of academic record and Certificate of graduation/degree
- (5) TOEFL, IELTS, or TOEIC Score Report
- (6) Application Fee of 5,000 yen (will be exempted for GOSL nominated JICA KCCP applicants )
- (7) Letter Attesting Academic Research Experience (If applicable)

- **Application Procedure**

All application documents submitted through Line Agencies should reach JICA Sri Lanka office **by 31<sup>st</sup> March, 2022** through the Department of External Resources. To expedite the application procedure, once approved by relevant authorities applicants are expected to share a soft copy with JICA Sri Lanka office addressed to Officer in Charge by 17<sup>th</sup> of March, 2022.

In submitting nominations, applicants should follow guidelines mentioned under attached 2022 Admission Guidelines.

- **Selection Process (interview)**

In receipt of Application Documents through Department of External Resources, JICA Sri Lanka office will longlist candidates through document screening and eligibility requirements. longlisted candidates will be required to attend an interview at JICA Sri Lanka office. Date and details of the interview will be notified to longlisted candidates in due course.

**2022 Admission Guidelines for  
Special Selection for International Students  
Graduate School of International Relations (GSIR)  
International University of Japan (IUJ)**

**1. Programs and Number of Students to be Admitted**

Two-year Master's Programs: International Relations Program (IRP)  
International Development Program (IDP)  
Public Management and Policy Analysis Program (PMPP)  
Japan-Global Development Program (JGDP)  
One-year Master's Program: International Public Policy Program (IPPP)

Those who apply for admission to one of the programs in the GSIR through designated training/scholarship schemes of the Japanese government (MEXT\*), foreign governments, or public institutions shall be considered under a special selection schedule. The number of the students that can be admitted will be within the enrollment capacity of 110 students.

**2. Time of Enrollment**

Enrollment in GSIR programs is possible only in September 2022, at the start of the fall 2022 term.

**3. Minimum Qualifications for Admission**

Those who meet both qualifications in the following two categories, (1) academic background and (2) sponsoring/scholarship scheme, can apply for the special selection for international students.

**(1) Academic Background**

Applicants must meet one of the following qualifications:

- 1) Those who hold, or are about to receive, their Bachelor's Degree from an accredited four-year college or university, and who have completed a minimum of 16 years of formal schooling.
- 2) Those who hold a Bachelor's Degree in a country where less than 16 years of formal schooling is required for completion of that degree, and who have one year or more research experience subsequent to their Bachelor's Degree at an academic institution; and who are at least 22 years of age. (An official letter attesting to the candidate's academic research experience is required as part of the application documents.)  
In some cases, those who hold a Bachelor's Degree from an educational institution in a country where 15 years of formal schooling is required for completion of that degree but have no research experience may be regarded as eligible applicants based on their undergraduate performance.
- 3) Those who hold an Associate Degree (one of the higher tertiary degrees issued usually after 14 years of schooling by such educational institutions as junior colleges in the U.S.A., Japan or other countries that have compatible education systems), who are at least 22 years of age, and whose demonstrated academic ability prior to application is recognized by the GSIR as equivalent to that of an individual who holds a Bachelor's Degree.

**(2) Training/Scholarship Scheme**

Applicants must meet one of the following requirements and apply through their sponsoring/scholarship institution.

- 1) Those who have a scholarship from the Japanese government (MEXT)
- 2) Those who are sponsored by a foreign government
- 3) Those who are expected to receive a scholarship from a public institution during the standard period for the completion of his/her course of study.
- 4) Those who are recognized by the Graduate School as having a qualification equivalent to one of the above.

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\*MEXT is the short name for the Japanese Ministry of Education, Culture, Sports, Science and Technology.

## 4. Admissions Policy and Screening Criteria

### Admissions Policy

The fundamental objectives of the Admissions Committee of the GSIR are to encourage applications which meet one of the qualifications mentioned above, as required by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT), and to admit to our graduate programs as many of the most competent students as possible within the limits of the number of places available in the School.

In order to select the most competent students from among those who apply, the committee will individually review all the applicants on the basis of several criteria listed below, through interviews and/or documentary screening. The GSIR does not use a predetermined formula for rating the content of undergraduate education, nor does it use quotas based on nationality, age, or gender.

### Screening Criteria

The purpose of the GSIR screening is to find applicants who can contribute to creating a stimulating academic environment for studying important practical policy issues, especially those related to establishing peace, enhancing understanding among different cultures and nations, and improving living conditions throughout the world.

Eligible applicants who meet one of the minimum qualifications described above, will be reviewed on the basis of the following criteria:

- (1) Well-defined motivation to pursue graduate studies; clear research and/or career goals which IUJ can support
- (2) Demonstrated scholastic achievement at the undergraduate level
- (3) Aptitude and potential to become a leader who can significantly contribute to and/or manage increasingly globalizing organizations
- (4) Maturity for a demanding academic experience
- (5) Fair sense of values to be able to become a member of our multinational and multicultural IUJ community with an interest in understanding different cultures, drive to actively communicating with others, and desire to create a world-wide human network

In addition, the applicant's facility in written and spoken English is a vital point to be evaluated as all the courses at IUJ are taught in English.

## 5. Screening Process

We base application decisions on an evaluation of the application documents submitted. An interview will be conducted if necessary.

## 6. How to Apply

Applicants must send all the application materials through his/her sponsoring Japanese government (MEXT), foreign governments, or public institutions. All required items have to be received by IUJ on or before the application deadline.

Mailing Address: Admissions  
Graduate School of International Relations  
International University of Japan  
777 Kokusai-cho, Minami Uonuma-shi, Niigata 949-7277 Japan

### **Notes:**

- (1) Upon receipt of **complete** application, IUJ will send the applicant or his/her sponsoring Japanese government (MEXT), foreign government, or public institution an acknowledgment message explaining his/her application status.
- (2) IUJ will not return any application documents or application fees once submitted.
- (3) All personal information that IUJ obtains from applicants will be used solely for the purpose of admission screening and the student registration process in subsequent admission procedures. All application information and supporting documents provided by applicants will remain confidential and will not be released to third parties without prior permission of the applicants.

## 7. Application Items

Please respond to all questions and complete the application in English. However, in place of the following designated items, an applicant may use some application documents submitted to his/her sponsoring Japanese government (MEXT), foreign governments, or public intuitions according to institutional agreements. Those applicants are requested to consult with a person in charge of his/her sponsoring Japanese government (MEXT), foundation governments, or public intuitions.

- (1) Complete Application Form
- (2) Personal Statement
- (3) Research Interest description
- (4) College Certificates: Official transcript of academic record and Certificate of graduation/degree
- (5) TOEFL, IELTS, or TOEIC Score Report
- (6) Application Fee of 5,000 yen

However, in some cases, applicants may be exempt from application fees. Instruction for payment will be provided to applicants who are required to pay an application fee individually.

- (7) Letter Attesting Academic Research Experience (If applicable)

## 8. Application Deadline

May 31, 2022 in principle

## 9. Announcement of Admission Results

Admissions results will be sent by postal mail upon completion of screening.

## 10. Admission Procedures

Details of admission procedures are mailed to successful applicants along with the Notification of Successful Results. Only those who complete "Admission Procedures" will be issued an official 'Letter of Admission.'

## 11. Study Expenses

Admission fee:	300,000 yen
Annual Tuition:	
(2-year : IRP/IDP/PMPP/JGDP)	3,200,000 yen
(1-year : PMPP)	3,900,000 yen
Monthly Living expenses (rough estimate)	
Single Dormitory with Bath:	39,000 yen
Utilities:	5,000 yen
Meals in the school cafeteria:	30,000 yen
Educational Materials (rough estimates):	30,000 yen (for 2 years)

A basic telephone rate is included in the dormitory rent expense.

Notes:

- (1) Successful applicants will be requested to pay an Admission Fee by the designated due date to be stated in Guidelines for Successful Applicants. The admission fee, once paid into an IUJ's bank account, will not be refunded under any circumstances regardless of any requests from the payer.
- (2) Students may pay their tuition fee on a term-by-term basis. Tuition for the first term of the first year must be paid by the designated deadline before enrollment.
- (3) If students participate in an exchange program and/or field research which is an optional curriculum conducted in accordance with students' research plan, additional expenses are needed besides the above mentioned expenses.
- (4) IUJ has an apartment building for married students. However, only 18 units are available. Thus, some students live in off-campus apartments in the nearby area.

## 12. Contact Address

If you have any questions regarding admission, please contact:

Admissions  
Graduate School of International Relations  
International University of Japan  
777 Kokusai-cho, Minami Uonuma-shi, Niigata 949-7277 Japan  
Tel: +81-25-779-1200  
Fax: +81-25-779-1188  
E-mail: [admgsir@iuj.ac.jp](mailto:admgsir@iuj.ac.jp)  
URL: <https://www.iuj.ac.jp/admis/>



## 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. Terms and Conditions, and Declaration</b>	You

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

**Please be advised:**

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in **English**,
- (d) To use "√" or "x" to mark the ( ) options,
- (e) To attach your photographs,
- (f) 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:**

- (g) To prepare a copy of your passport,
- (h) To confirm the application procedure stipulated by your government,
- (i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- (j) 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	
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)	-	
7. Attach the required document(s) as instructed in the GI	-	

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



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 Title/Position
Signature



Application form for the JICA Knowledge Co-Creation Program:

**Form3. INDIVIDUAL APPLICATION FORM**

\*To be filled by Applicant.

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

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



3. Personal Information on Applicant

1) Name of Applicant (as shown in the passport)

\*Please type the name as shown in the passport carried. The information will be used for flight arrangements.

Family Name /Surname

First Name

Middle Name

2) Nationality (as shown in the passport)				
3) Sex	( ) Male		( ) Female	
4) Date of Birth	Date	Month (ex. April)	Year	Age (as of the date of the form)

5) Passport/Visa

Passport possession	( ) Yes	( ) No	Expiry date of passport	Date	Month	Year
USA visa possession*	( ) Yes	( ) No				

\*Applicants from Latin American and the Caribbean Countries only.



**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 (Month/Year)
Type of Organization	<input type="checkbox"/> National Government <input type="checkbox"/> Local Government <input type="checkbox"/> Public Enterprise <input type="checkbox"/> Private (profit) <input type="checkbox"/> NGO/Private (Non-profit) <input type="checkbox"/> University <input type="checkbox"/> Other : _____	
Number of employees		
Home Page Address		

**【Questionnaire on Relationship with the Military】**

**\*If your organization and/or your status is related to the Military, please mark with  $\checkmark$  or X below in the ( ) which best describes the relationship.**

<input type="checkbox"/> the Military, an active military personnel or a military personnel listed in the muster roll/military register <input type="checkbox"/> an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register <input type="checkbox"/> the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense <input type="checkbox"/> an civilian organization but with military personnel or a military division within the organization <input type="checkbox"/> an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment
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Japan International Cooperation Agency

**CONFIDENTIAL**



**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/ Country	Period		Position or Title and Department/Division	Brief Job Description
		From Month/Year	To Month/Year		

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

Institution	City/ Country	Period		Degree	Major
		From Month/Year	To 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/ Country	Period		Field of Study / Program Title
		From Month/Year	To 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 (ex. TOEFL, TOEIC, etc.)				



2) Mother Tongue				
3) Other languages ( )	( ) 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  
Title/Position

Signature



Application form for the JICA Knowledge Co-Creation Program

## **Form4. TERMS AND CONDITIONS**

### **1. General Rules**

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The participants are requested:

- (1) to strictly observe the course schedule,

### **2. Privacy Policy**

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

#### (1) Scope of Use

Any information used for identifying individuals 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 identifying information and other materials in accordance with the provisions of this Privacy Policy.

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

JICA shall never intentionally provide information to a third party that can be used to identify individuals, with the following three exceptions:

- (a) legally mandated disclosure requests;
- (b) the information provider grants permission for information disclosure to a third party;
- (c) JICA commissions a party to process information collected, in which case the information provided will be within the scope of the commissioned tasks.

#### (1) Security Notice

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

#### \*Information Security Policy of JICA in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through Application Forms in accordance with JICA's Privacy Policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgation, loss or damages of such personal information.
  - Unless otherwise obtained approval from the Applicant him/herself or there are valid reasons such as disclosure under the laws and ordinances, etc. and except for the reasons 1-3 below, JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in 1-3 below and will not use the information for any purposes other than those described in 1-3 below without prior approval of the Applicant him/herself.
1. To provide the KCCP to Participants.
  2. To provide the KCCP to Participants under the Citizens' Cooperation Activities.
  3. In addition to 1 and 2 above, if the government of Japan or JICA determines it necessary in technical cooperation.



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

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

### **3. Copyright Policy**

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The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scope approved by each copyright holder.  
If the participants apply to online KCCP, the participants shall also comply with terms of use of copyrighted works for the online KCCP that are shown on the JICA website.  
([https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html))
2. All the documents for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use a third party's work (reproduction, photograph, illustration, map, figures, etc.), which is protected under the laws and regulations in the participants' country or copyright-related multinational agreements, the participants shall obtain a license to use the work within the scope approved by the copyright holder.
3. The participants shall agree that JICA may use the documents prepared by the participants (including but not limited to reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, as reference for other KCCP courses and project formulation).

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

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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)

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- 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 Title/Position
Signature