

No.12040/33/2016-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated: 27.09.2016

CIRCULAR

Sub: One Year Masters Degree Course **in School of Government (Public Policy in the Central Government)** under Young Leaders' Programme (YLP) at the National Graduate Institute for Policy Studies, (GRIPS) Tokyo, Japan from October 2017-September 2018.

Applications/nominations are invited for special scholarships of one year Masters Degree Programme in School of Government (Public Policy in the Central Government) under Young Leaders' Programme (YLP) to be held from October, 2017 to September, 2018 at the National Graduate Institute for Policy Studies, (GRIPS) Tokyo, Japan.

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

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

4. Course Duration:

The course is for duration of one year from October 2017 to September 2018 resulting in the conferral of a Master's Degree in Public Administration/Public Policy by GRIPS.

5. Language Instruction:

All classes are conducted in English medium.

6. Qualifications:

- a) In principle the applicant should be under 40 years of age as on 1st October, 2017 (i.e. born on or after 2nd October, 1977);
- b) Must hold a Bachelor's degree or equivalent from a recognized/accredited university /college and have achieved shown excellent academic performance;
- c) Have at least 3 years of work experience in public administration (preferably 5 years or more);
- d) Be proficient in English Language;
- e) Applicants must be in good health;
- f) Selected candidates will have to obtain a 'Student' visa prior to their arrival in Japan;
- g) Must not be serving in military service or civilians employed by military forces.

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

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

9. The applications (**in two copies**) should reach this Department through Administrative Ministry/Department/State Government not later than **3rd October, 2016**. Nominations received after the prescribed date will not be considered. The details of the programme and the application form may be drawn from this Department's website (<http://persmin.gov.in/otraining/index.aspx>).



(P.K. Pattnaik)

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

Copy to:

1. Secretaries of all Ministries/Department of Government of India/Chief Secretaries of State Governments/Union Territories (through the website of this Department).
2. NIC with request to post the circular along with the programme brochure and application forms etc on this Department's website.

JAPANESE GOVERNMENT (MEXT) SCHOLARSHIP FOR 2017
YOUNG LEADERS' PROGRAM (YLP) STUDENT (SCHOOL OF GOVERNMENT)

I OUTLINE

1. Objectives

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

*MEXT= the Ministry of Education, Culture, Sports, Science and Technology

2. Eligible Countries and Participants

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

Eligible Countries:

P. R. China, Rep. of Korea, Indonesia, Malaysia, Philippines, Singapore, Thailand, Brunei, Viet Nam, Laos, Myanmar, Cambodia, Mongolia, Kazakhstan, Kyrgyz Republic, Turkmenistan, Uzbekistan, Bangladesh, India, Pakistan, Sri Lanka, Australia, Hungary, Czech Republic, Slovakia, Poland, Bulgaria, Romania, Turkey
(29 Countries)

3. Host University

National Graduate Institute for Policy Studies (GRIPS)

4. Number of Students

Approximately 20 students

5. Recruitment and Selection

(1) Method of Recruitment

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

(2) Screening Procedure

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

6. Curriculum (Please refer to the "Curriculum Guidelines" on pages 6 and 7.)

(1) Basic Concepts

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

(2) Course Duration and Qualification

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

(3) Language

All lectures are conducted in English.

7. Commencement of the Program

October 2017

II INFORMATION FOR APPLICANTS

MEXT will offer scholarships to foreign students who wish to study at GRIPS as YLP students in public administration/public policy for the academic year 2017 under the MEXT Scholarship Program. The conditions are as follows:

1. Field of Study

Public Administration/Public Policy

2. Qualifications

- (1)Nationality: Applicant must be nationals of countries eligible for the YLP (School of Government). An applicant who has Japanese nationality at the time of application is not eligible.
- (2)Age: Applicants must be, in principle, under 40 years of age, as at 1 October, 2017 (i.e. born on or after 2 October 1977).
- (3)Academic Background: Applicants must hold a Bachelor's degree or equivalent from a recognized/accredited university or college, and have achieved shown excellent academic performance.
- (4)Work Experience: At least 3 years of full-time work experience in public administration (preferably 5 years or more).
- (5)English Proficiency: A minimum TOEFL iBT score of 79 (TOEFL PBT score of 550), IELTS Academic 6.0 or equivalent.
- (6)Health: Applicants must be judged that you are medically adequate to pursue study in Japan by an examining physician on a prescribed certificate of health.
- (7)Date of Departure: The departure date, specified by the accepting university, will be two weeks or so before or after the first day of the course conducted by the accepting university.
- (8)Visa Requirement: In principle, selected applicants must acquire *ōStudentō* (留学) visas before entering Japan. The visas should be issued at the Japanese legation, located in the country of applicants' nationality. Applicants who change their resident status to any status other than *ōStudentō* (留学) after their arrival in Japan will immediately lose their status as a Japanese government scholarship student.
- (9)Applicants who meet any or all of following conditions are not eligible. If identified after acceptance of the scholarship grantees, the applicants will be required to withdraw from the scholarship:
 - ① If an applicant is a service member or a civilian employee registered on the active military list at the time of his/her arrival in Japan;
 - ② Those who cannot arrive in Japan during the period designated by accepting university;
 - ③ If an applicant is, in principle, currently enrolled in a Japanese university or other type of school with the resident status of *ōStudentō* (留学) or will be enrolled in a Japanese university, etc. as another source or self-financed international student between the time of application for this scholarship in his/her country and the time the scholarship period is due to begin; or
 - ④ Those who will lose their status as public administrators or government officials following the time of application or before completion of the program.

3. Term of Scholarship

One year, from October 2017 to September 2018

4. Scholarship Benefits

- (1)Allowance: Each grantee will be provided monthly with 242,000 yen during the term of the scholarship. However, the amount of allowance will be subject to change depending upon the annual budget of the Japanese government for each fiscal year. The scholarship will not be paid to a grantee who takes a leave of absence or is long absent from the assigned university.

The scholarships will be cancelled for a grantee in the following cases. Furthermore, if scholarship payments were made during the period the following cases applied, the grantees may be ordered to return scholarship payments received during that period:

- ① If any of his/her application documents is found to be falsely stated;
- ② If he/she is in breach of his/her pledge made to the Minister of MEXT;
- ③ If it becomes definitive that the grantee will not be able to graduate (or complete his/her course) within the standard course term because of his/her poor academic achievement or suspension;
- ④ If his/her resident status of 〇Student〇 (留学) as provided for in Paragraph 1-4 of Appendix to the Immigration Control and Refugee Recognition Act changes to any other status;
- ⑤ If he/she is provided with another scholarship (except for a scholarship designated for research expenses); or
- ⑥ If grantees' government and/or other state institutions request such cancellation.

(2)Traveling Costs:

- ① Transportation to Japan: Each grantee will be supplied in general, accounting to his/her itinerary and route as designated by MEXT, with an economy-class airplane ticket from the international airport nearest to his/her home address* to Narita or Haneda International Airport. Expenses such as domestic transportation from his/her home address to the international airport, airport tax, airport usage fees, special taxes on travel, or inland transportation within Japan will NOT be supplied. *The address in the country of the grantees' nationality stated in the application form is in principle regarded as the recipient's 〇home address〇.
- ② Transportation from Japan: The grantee who returns to his/her home country within the fixed period after the expiration of his/her scholarship will be supplied, in general, upon application, with an economy-class airplane ticket for the travel from Narita or Haneda International Airport to the international airport nearest to his/her home address.

* Insurance premiums for travel to/ from Japan shall be borne by the grantee.

(3)School Fees: Fees for matriculation and tuition will be paid by the Japanese government.

(4)Accommodations:

- ① In principle, grantees may reside at residence halls provided by GRIPS.
- ② Private Boarding Houses or Apartment Houses:
Those who cannot accommodate in the facilities described above will be arranged at private boarding houses or apartments recommended by the GRIPS Student Office.

5. Selection

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

6. Education at GRIPS

All lectures and practical training are conducted in English.

7. Application Procedure

Applicants must submit the following documents to their recommending authorities by the designated date. Documents submitted will not be returned.

	Item	Number of Originals	Number of Photocopies	Remarks
(1)	① Application for Admission	1	4	Prescribed form
(2)	Photographs	5	—	6 x 4 cm, taken within the past 6 months, should be affixed to each of the 5 application forms
(3)	② Official transcripts of academic records from all undergraduate and graduate institutions attended	1	4	

(4)	③ Recommendation Letter from the recommending authority	1	4	
(5)	③ Recommendation Letter from the applicant's direct superior at work	1	4	Prescribed form
	③ Recommendation Letter from the applicant's superior at work, or supervising professor of the university	1	4	
(6)	④ Certificate of Health	1	4	Prescribed form, to be issued by the medical institution designated by Japanese Embassy; all items must be completed, and all comments must be written in English in block letters
(7)	⑤ Official graduation/degree certificates from all undergraduate and graduate institutions attended	1	4	
(8)	⑥ Essay explaining applicant's aspirations and future plans following program completion	1	4	3-page essay describing the applicant's reason/motivation for applying; future plans and expectations from the program as well as future career goals
(9)	⑦ Certificate of Citizenship	1	4	Any of these
	⑦ Family Register	1	4	
	⑦ Copy of the Passport	—	5	
(10)	⑧ English Proficiency Certificate	1	4	TOEFL/IELTS or other equivalent test score.
1 k (11)	⑨ Answer to the Essay Questions	1	4	

*Attention

- All documents should use A4 paper and should be typed. If documents are handwritten, please print clearly.
- All documents must be in English. Documents in languages other than English must be accompanied by an official translation. To be official, the translation must have been done by the organization issuing the document or by an accredited translator. We will not accept your own translations. We must emphasize that applications are considered incomplete until *all* documents, including recommendation letters, official transcripts of academic records and official graduation/degree certificates, are submitted in English or come with English translations.
- You must submit official transcripts from all undergraduate and graduate institutions attended. These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities. You should request and receive your official transcripts from your university. Official transcripts should contain the following information: the name of the degree awarded, the date of award, the names of all courses taken and grades received, and the grading scale. It is helpful to have the student's rank in the class included in the information. If you are currently attending a university, please submit your most recent transcript.
- Recommendation letters should be written separately in the designated format by an immediate superior at your workplace or an academic advisor from your university. At least one and preferably two should be written by immediate superiors at the workplace. 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 each recommender.
- You must submit your graduation/degree certificates from all undergraduate and graduate institutions attended. These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities. You should request and receive your official graduation/degree certificates from your university. Official certificates should state the name of your degree and

the date the degree was awarded. If you are currently attending a university, you must submit an authorized statement of expected graduation certifying the specific date of graduation and the title of the expected degree upon completion of the program. Do not send your original diploma, as documents will not be returned

6. Transcripts/certificates that have been opened are not acceptable. Transcripts/certificates without the institution's official stamp or the signature of the registrar are not acceptable. If a university has a policy not to issue more than one official transcript/certificate, you may submit photocopies verified by the university. These 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 transcript/certificate, you are required to submit both an official (photocopies are not acceptable) transcript/certificate written in its original language and bearing the institution's stamp or the signature of the registrar and an English translation of the document, prepared by an accredited translator.
7. 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 date of admission. If you submit the results of a different test of English proficiency, please submit a conversion of the score to TOEFL or IELTS. Applicants who have completed or expect to complete an undergraduate or a graduate degree at an accredited institution located in the USA, the UK, Canada, Australia, New Zealand, or Ireland will be automatically exempted from submitting an English test score. Applicants who have completed or expect to complete an undergraduate or a graduate degree at an institution where the language of instruction is English may request a waiver of the English language proficiency requirement. If you wish to apply for a waiver, you must submit, as evidence, official documents issued by the educational institution you attended certifying that your undergraduate or graduate education was conducted in English. Please note that the granting of your language waiver request is at the discretion of our screening committee and that your request for a language waiver will be considered at the time of screening.
8. Your application may not be accepted if any of the documents are incomplete, inaccurate, or missing.
9. Number the documents from ① to ⑨ (the items numbered in the list above) in the upper right corner of each document.

8. Notes

- (1) Each recipient is advised to learn some basic Japanese language and to acquire basic information on Japanese climate, geography, customs, university education, and social conditions in Japan, as well as about the differences between the Japanese legal system and that of his/her home country before departing for Japan.
- (2) The recipient should bring approximately US \$2,000 or the equivalent to cover immediate needs after arrival in Japan since the scholarship will be paid a while later.
- (3) Information regarding the MEXT Scholarship recipient (name, gender, date of birth, nationality, accepting university/graduate school/undergraduate school, field of specialty, period of enrolment, career path after completion of scholarship, contact information [address, telephone number, e-mail address]) may be shared with other relevant government organizations for the purpose of utilization for overseas students programs implemented by the Japanese Government (support during period of study in Japan, follow-up survey, improvement of the overseas student system).
Information in regards to the recipient other than date of birth and contact information may be made public in materials produced by the Japanese Government as publicity information for promoting the acceptance of overseas students in order to introduce the activities of past recipients in countries around the world after their study in Japan.
- (4) All personal information that we receive from applicants will be used for the purposes of admissions screening, collecting statistical information, student registration, and educational affairs.
- (5) More detailed information on the YLP scholarship program is available at the Japanese diplomatic mission in your country.

Young Leaders' Program (School of Government)
Curriculum Guidelines

I Basic Concepts

1. Each subject will deal with theories based not only on the experiences of the so-called modern Western World, but also on those concerned with the historical experiences of Japan and other non-Western countries. While analyzing commonalities in the modernization process along with its various possibilities, the courses seek to find the most desirable method for each country's modernization. (Comparative Approach)
2. Through modernization, our thoughts and ideas undergo deep transformations. However, the curriculum will not be concerned with modern ideas alone, but will also incorporate basic premises from the classical civilizations and ideas of the great thinkers. (Emphasis on liberal arts education aiming at self-relativization and critical thinking)
3. Going beyond instruction that is related to skills and knowledge, the curriculum will emphasize the fostering of students' ideas; identifying problems; and developing the ability to arrive at their own solutions. (Emphasis on discussion and self-study)
4. Through encounters with leading figures from all areas (including other promising young students), the curriculum aims to create human networks and further understanding about Japan.
5. By offering a broad range of courses, the curriculum encourages students to establish policymaking abilities required of national leaders who are knowledgeable in a broad range of areas.

II Students

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

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

1. Required Courses (5credits)
 - Global Governance: Leadership and Negotiation
 - Introduction to Japan
 - Introduction to Public Policy Studies
2. Recommended Courses (At least 8 credits)
 - Comparative Politics
 - Contemporary Japanese Economy
 - Economic Development of Japan
 - Essential Microeconomics
 - Government and Politics in Japan
 - International Political Economy
 - International Relations
 - International Security Studies
 - Japanese Economy
 - Microeconomics I
 - Structure and Process of Government
3. Elective Courses (Credits for the graduation requirement)
 - Development Economics
 - Global Development Agendas and Japan's ODA
 - Government and Market
 - Innovation, Sustainability and Uncertainty

- International Trade
- Japanese Financial System
- Japanese Foreign Policy
- Local Governance in the Changing World
- Local Government Finance
- Local Government System
- Macroeconomics I
- Public Economics
- Social Science Questions and Methodologies

4. Colloquium (2 credits) (Required Course)

This course will provide an opportunity to listen and discuss various issues with young government leaders and frontrunners in various fields. The colloquia will be organized five times in each of the fall and spring terms.

5. Independent Study (6 credits) (Required Course)

Students will produce a research paper on a topic of their choice, under the guidance of designated advisors. Students are allowed to conduct related fieldworks upon request.

6. Field Trip (2 credits) (Required Course)

Field Trips to a variety of places, such as regional offices of the central government, local governments, industrial facilities, historical heritage, and cultural assets in the different regions of Japan will be arranged during the fall and spring terms.

7. Other Educational Activities

Japanese Language Class

All lectures are conducted in English, making it unnecessary for students to master Japanese. However, Japanese language courses will be offered to students who wish to further their knowledge of Japanese language and culture.

IV Further information

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

APPLICATION FOR JAPANESE GOVERNMENT (MEXT) SCHOLARSHIP

日本政府（文部科学省）奨学金留学生申請書

Young Leaders' Program Student for 2017 (School of Government)
 ヤング・リーダーズ・プログラム留学生（行政コース）

INSTRUCTIONS (記入上の注意)

1. The application must be typewritten if possible, or neatly handwritten in block letters. (明瞭に記入すること。)
2. Numbers should be in Arabic figures. (数字は算用数字を用いること。)
3. Year should be written in the Anno Domini system. (年号はすべて西暦とすること。)
4. Proper nouns should be written in full, and not be abbreviated. (固有名詞はすべて正式な名称とし、一切省略しないこと。)

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

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

1. Name in full in your native language (姓名 (自国語))
- (Sex)
 Male (男)
 Female (女)
- _____ , _____
- (Family Name/Surname) (First Name) (Middle Name)

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

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

3. Date of Birth (生年月日)
- 19 _____
- Year (年) Month (月) Day (日) Age (年齢) : as of October 1, 2017
 (2017年10月1日現在の年齢)

Paste your photograph taken within the past 6 months. Write your name and nationality in block letters on the back of the photo.
 (写真 (6×4 cm))

4. Present Status: with the organization address, ZIP/postal code, and telephone number, facsimile number, E-mail address
 現職、勤務先名、住所、電話番号、ファックス番号又はEメールアドレスを記入すること。

Present Position	Division/Section	Organization
Address (Organization)	ZIP/Postal Code	
Phone	Fax	E-mail

5. Present home address, ZIP/postal code, and telephone number, facsimile number, E-mail address
 (現住所、郵便番号及び電話番号、ファックス番号又はEメールアドレス)
- | | |
|----------------|-----------------|
| Address (Home) | ZIP/Postal Code |
| Phone | Fax |
| | E-mail |

* If possible, write an E-mail address where you can be contacted for periods that include the time before you come to Japan, your stay in Japan and the period after you return home.
 (可能な限り、渡日前～日本留学中～帰国後にわたり使い続けることが予想されるEメールアドレスを記入すること。)

6. Field of Study Specialized in the Past (Be as detailed and concrete as possible.)
 (過去に専攻した専門分野 (できるだけ具体的に詳細に書くこと。))

7. Educational Background (学歴)

		Name and Location of School (学校名及び所在地)	Year and Month of Enrollment and Graduation (入学及び卒業年月)	Period of Schooling Attended (修学年数)	Diploma or Degree Awarded, Major Subject (学位・資格, 専攻科目)
Elementary Education (初等教育)		Name (学校名)	From (入学)	years (年)	
Elementary School (小学校)		Location: City, Country (所在地: 都市、国)	To (卒業)	and months (月)	
Secondary Education (中等教育)	Lower Secondary School (中学)	Name (学校名) Location: City, Country (所在地: 都市、国)	From (入学) To (卒業)	years (年) and months (月)	
	Upper Secondary School (高校)	Name (学校名) Location: City, Country (所在地: 都市、国)	From (入学) To (卒業)	years (年) and months (月)	
Higher Education (高等教育)	Undergraduate Level (大学)	Name (学校名) Location: City, Country (所在地: 都市、国)	From (入学) To (卒業)	years (年) and months (月)	*-1
	Graduate Level (大学院)	Name (学校名) Location: City, Country (所在地: 都市、国)	From (入学) To (卒業)	years (年) and months (月)	
Total Years of Schooling Mentioned above (以上を通算した全学校教育修学年数)				years (年)	

*If the blank spaces above are not sufficient for information required, please attach a separate sheet.
 ((注) 上欄に書ききれない場合には、適当な別紙に記入して添付すること。)

- Notes: 1. Exclude kindergarten and/or nursery school education. (幼稚園・保育所教育は含まれない。)
2. Preparatory education for university admission is included in upper secondary school. (いわゆる「大学予備教育」は中等教育に含まれる。)
3. If the applicant has passed the university entrance qualification examination, indicate this in the blank with *-1. (「大学入学資格試験」に合格している場合には、その旨を*-1欄に記入すること。)
4. Any school years or levels skipped should be indicated in the fourth column (Diploma or Degree awarded, Major Subject, Skipped years and levels). (Example: Graduated high school in two years, etc.)
 (いわゆる「飛び級」をしている場合には、その旨を該当する教育課程の「学位・資格, 専攻科目、飛び級の状況」欄に記載すること。
 (例: 高校を飛び級により2年で卒業))

8. Employment record (in the last three positions including the present occupation, in reverse chronological order)
 (職歴：過去の役職から現職も含めて3つ記入すること)

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

(行政機関等において、常勤職員として3年以上の実務経験が必須)

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

*If the blank spaces above are not sufficient for information required, please attach a separate sheet.
 ((注) 上欄に書ききれない場合には、適当な別紙に記入して添付すること。)

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

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

10. English Proficiency: Report your score of TOEFL or IELTS and the Date of Test.

(英語能力：TOEFL又はIELTSのスコアと受験日を記入すること。)

Score of TOEFL
(TOEFLのスコア)

Score of IELTS
(IELTSのスコア)

Date of Test
(受験日)

_____ (iBT/PBT) or _____ 20_____
 Year (年) Month (月) Day (日)

1 1. Accompanying Dependents : Provide the following information if you plan to bring any family members to Japan.

(同伴家族欄 (日本に同伴する予定の家族がいる場合に記入すること。))

* All expenses incurred by the presence of dependents must be paid by the grantee.

(注) なお同伴者に必要な経費はすべて自己負担である。

Name (氏 名)	Relationship (続 柄)	Age (年 齢)

1 2. Have you been awarded a Japanese Government (MEXT) Scholarship in the past? If yes, please fill in the blanks below.

(過去に国費外国人留学生に採用されたことがあるか。もし、あるならば、下欄に記入すること。)

Period

(期間) _____

University

(大学) _____

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

(緊急の際の母国連絡先)

i) Name in Full

(氏名) _____

ii) Address

(住所) _____

Phone

Fax

E-mail

iii) Occupation

(職 業) _____

iv) Relationship

(本人との関係) _____

I understand and accept all the matters stated in the Application for Japanese Government (MEXT) Scholarship for 2017, and hereby apply for this scholarship.

(私は2017年度日本政府(文部科学省)奨学金留学生募集要項に記載されている事項をすべて了解して申請します。)

Date of Application

(申請年月日)

Applicant' s Signature

(申請者署名)

Applicant' s Name

(in Roman Block Capitals)

(申請者氏名)

健康診断書

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

日本語又は英語により明瞭に記載すること。
Please fill out (PRINT/TYPE) in Japanese or English.

氏名 Name: _____
 Family name, First name Middle name
 男 Male 生年月日 Date of Birth: _____
 女 Female

1. 身体検査 Physical Examination

(1) 身長 _____ cm 体重 _____ kg
 Height Weight

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

A B O	RH	+
		-

 脈拍 Pulse 整 Regular
 不整 Irregular

(3) 視力 Eyesight: (R) _____ (L) _____
 裸眼 Without glasses 矯正 With glasses or contact lenses
 色覚異常の有無 正常 Normal
 異常 Impaired
 Color blindness

(4) 聴力 正常 Normal 低下 Impaired
 Hearing: 言語 正常 Normal 異常 Impaired
 Speech:

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



肺 正常 Normal
 Lungs: 異常 Impaired

心臓 正常 Normal
 Cardiomegaly: 異常 Impaired

← Date _____
 Film No. _____

異常がある場合
 ↓
 心電図 Electrocardiograph: 正常 Normal
 異常 Impaired

Describe the condition of applicant's lungs.

3. 現在治療中の病気 Yes (Disease _____)
 Disease currently being treated No

4. 既往症
 Past history: Please indicate with + or - and fill in the date of recovery
 (If the applicant has not contracted any of the disease, please check "None".) (いずれも該当しない場合は、なしにチェックすること。)

Tuberculosis..... (. . .) Malaria..... (. . .) Other communicable disease..... (. . .)
 Epilepsy..... (. . .) Kidney disease..... (. . .) Heart disease..... (. . .)
 Diabetes..... (. . .) Drug allergy..... (. . .) Psychosis..... (. . .)
 Functional disorder in extremities..... (. . .)

None.....

5. 検査 Laboratory tests
 検尿 Urinalysis: glucose (), protein (), occult blood ()

赤沈 ESR: _____ mm/Hr, WBC count: _____ /cmm 貧血
 anemia

Hemoglobin: _____ gm/dl, GPT: _____

6. 診断医の印象を述べて下さい。(問題がない場合も、その旨ご記入ください。)
 Please give your impression of the applicant's health. (If you do not have a particular opinion, please write as such.)

7. 志願者の既往歴、診察・検査の結果から判断して、現在の健康の状況は十分に留学に耐えうるものと思われますか?
 In view of the applicant's history and the above findings, is it your observation that his/her health status is adequate to pursue studies in Japan?

Yes No

日付 Date: _____ 署名 Signature: _____

医師氏名
 Physician's Name in Print: _____

検査施設名
 Office/Institution:
 所在地
 Address:

Recommendation Form

To the Applicant

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

Your Name (Family)	(Given)	(Middle)

To the Recommender

The person whose name appears above is applying for admission to the Young LeadersøProgram.

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

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

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

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

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

every day 3 or 4 times a week 1 or 2 times a week 1 or 2 times a month

less than once a month

3. Please provide a short list of specific activities which demonstrate the applicant's salient talents and strength, e.g., leadership, creativity.

4. Please discuss observations you have made concerning the applicant's leadership abilities. (Please tell the reason to judge that the applicant has a possibility to be a leader in your home country.)

5. Please discuss observations you have made concerning the applicant's interpersonal skills.

6. Please discuss observations you have made concerning the applicant's innovative/creative capabilities.

9. Please write if you have any comment.

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

Business Telephone Number _____

Home Telephone Number _____

Recommender's Signature _____

Recommender's Name (please print) _____ Date _____

Position or Title _____ Organization _____

Business Address: _____

Home Address: _____

Essay Questions

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

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

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

Supplemental Question

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

**GUIDELINES FOR JAPANESE GOVERNMENT (MEXT) SCHOLARSHIP FOR 2017
YOUNG LEADERS' PROGRAM (YLP) STUDENT**

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I INFORMATION CONCERNING RECRUITMENT OF STUDENTS

1 Number of Scholarship Recipients

There are five different courses available to applicants, and each course will accept from 10 to 20 applicants at the maximum, for a total of around 80 students in the program for one year.

However, due to the current severe financial situation in Japan, the number of overseas students selected for the program and the scholarship conditions may not necessarily be in exact accordance with the conditions described in these Guidelines.

2 Eligibility Requirements and Application Procedures

(1) Applicants must have graduated with excellent grades from a university and be able to study in Japan for one year.

(2) Applicants must meet all qualifications and requirements stated in the application requirements. Please observe the requirements strictly.

(3) The number of students accepted into this program is kept down to a minimum. All candidates for this program will be evaluated comparatively. Therefore, candidates who meet all qualifications still might not be selected. (It is also possible that none of the candidates from your institution will be selected.) Please take this point into consideration when recommending candidates.

(4) Some students in the past gave up studying in the middle of the program due to mental and physical problems. Moreover, some students require long-term treatment due to their previous contracting of infectious diseases such as tuberculosis, hepatitis, typhus, malaria, dysentery, and so on. With due consideration given to the fact that the students will be staying for a long period in a country with a very different environment from that in the home country, please make very sure of the student's medical condition (including past medical history), and try to ensure that any student with an illness requiring treatment receives such treatment before coming to Japan.

(5) Military personnel or military civilian employees at the time of their arrival in Japan are not eligible.

3 Notice Period and Method

Each institution is free to decide how to notify students about recruitment for this Scholarship. However, recruitment should be done in an effective way in order to ensure that outstanding students are selected. Application materials may be obtained from the Embassy of Japan, or can be downloaded from the English website of MEXT (<http://www.mext.go.jp/english/highered/1304786.htm>).

In addition, applicants should be instructed to seek information about the accepting universities through their brochures or websites. (Please see the application materials for the relevant URLs.)

4 Acceptance of Application Forms

Applicants must observe the application period strictly and submit the necessary number of documents (including copies of documents). It should be verified whether or not all applications are completed fully and correctly and if any necessary documents are lacking. Students will be asked to make corrections to their application if problems are found. After any required corrections are made, the application forms will be accepted once again. The following matters concerning acceptance need to be considered.

(1) The language used and attached translations

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

(2) Applications

a. The prescribed forms for each year must be used to apply. Please fill out the forms clearly (especially the applicant's name) and put each application form and all other necessary documents into one envelope designated by MEXT.

b. Academic Record ó In the spaces designated for:

- 1) elementary education
- 2) secondary education
- 3) higher education,

please write the names of the schools or institutions that the applicant attended which correspond to the Japanese education system of: 1) elementary school

- 2) lower/upper secondary school
- 3) undergraduate/graduate school

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

(3) Reasons for applying and future plans

The essay concerning the applicant's reason for applying as well as future plans after the completion of YLP should be explained concisely and concretely within three pages or so.

(4) Undergraduate/graduate school transcripts

A transcript of all credited courses taken every year at the student's undergraduate or graduate schools is necessary (Neither a degree certificate nor a diploma showing what ranking the student received when the applicant graduated will be considered as a transcript. The system of grading/evaluation should be clearly written out on the transcript.).

If the transcript is not duplicable, a certified true copy of the original transcript should be submitted.

(5) Certificate of graduation (Please attach an English translation)

Any of the following may be submitted: A certificate of graduation from graduate or undergraduate schools, a certificate of university entrance qualification (i.e., a certificate showing the student took a high school equivalency exam) or a certified true copy of a diploma/ degree certificate.

(6) Medical certificate

Applicants must submit the designated form and have the doctor fill out all items in the form. Recommending institutions must specify medical institutions for the physical examination.

Regarding previous illness, i.e., tuberculosis, mental disorder, etc., please pay attention to the fact that some applicants could become sick after coming to Japan even though they did not state any problems beforehand. Please consider this point carefully when recommending institutions are interviewing/examining applicants. If applicants are disabled and need special care in an accepting university, it must be mentioned in the recommendation letter.

(7) Incomplete application documents

Application documents that are not completed fully and correctly or that are lacking necessary documents will not be accepted.

If applicants cannot get the necessary documents because of the circumstances in their home countries, certificates certified by the issuing authority, the government in their home countries or the Embassy of Japan may be considered as original.

5 Conditions for Recruitment

Applicants must meet all application requirements. Any personal exceptions will not be allowed.

6 Applicants Staying in Japan

Although applicants living in their own country have first priority, if an applicant is already staying in Japan for some reason and wishes to apply for this program, the applicant can be regarded as a valid candidate by decision of the recommending institution. However, those who have been currently enrolled in a Japanese university with a status of residence of "Student"(留学) and those who are enrolled or scheduled to be enrolled as a privately financed international student during the period from the beginning of application to the beginning of the provision of the scholarship are not eligible.

7 Applicant Who Has Already Been to Japan

In regards to applicants who have been to Japan, those who have had problems in their past should not be recommended.

II SELECTION OUTLINE

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

1 Method of Selection

Each recommending institution is free to choose the candidates it wishes to but is asked to examine accurately each applicant's English ability, personality, reasons for applying, etc.

2 Criteria for Selection

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

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

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

III RECOMMENDATION OUTLINE

Recommending institutions must submit all the necessary documents to MEXT through the Embassy of Japan/Japanese Ministry of Foreign Affairs. The following points concerning recommendations should be given particular consideration.

1 Necessary Documents

- (1) The recommendation letter by each recommending institution should include detailed comments on the applicant's personality, learning ability, eagerness to study in Japan and learn Japanese, experience of studying abroad, etc.
- (2) All documents must be written in English or with an English translation.
- (3) Make five packages of each necessary document and put them into one envelope designated by MEXT for each candidate. Please make sure to affix photograph onto an application form beforehand and that all original or certified true copies of each document are gathered into one package.
- (4) For the application material, candidates are requested to number the documents in the upper right-hand corner. In case this is not done by the candidate, the recommending institution should number the documents accordingly.

2 Deadline for Recommendations

(1) The nomination of candidates to MEXT should be made by the recommending institution by the date designated by the Embassy of Japan. It is the responsibility of the recommending institution to ensure that all necessary documents are provided by the deadline.

(2) It is preferred that all the necessary documents for every candidate are submitted to the Embassy of Japan all together.

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

IV SELECTION AND ANNOUNCEMENT OF RESULT

1 First Screening

The candidates who are recommended by each recommending institution are selected by the accepting universities in the First Screening. The selection will be based on the submitted documents and an interview to be held in the home country. If a face-to-face interview is impossible, the interview will be conducted by telephone. Accepting universities will recommend candidates to the YLP committee established in MEXT, based on the results of the First Screening.

2 Second Screening

The YLP committee conducts the Second Screening.

3 Announcement of Result

The results of the Second Screening will be notified to each recommending institution through the Embassy of Japan and the Japanese Ministry of Foreign Affairs.

4 No Change of Assigned University

A change of the assigned university will not be permitted. This must be explained in the result notification and during the orientation to all candidates.

5 Waiting List

When the number of successful candidates is less than the fixed number because of offer declines etc., it will be possible to select from the Waiting List successful candidates who were selected beforehand at the Second Screening by the YLP committee.

However, the YLP committee will not choose any more candidates as alternates after the Second Screening.

V PROCEDURES AFTER SELECTION

Selected students may cause various problems after coming to Japan because of their lack of knowledge or misunderstanding of procedures for coming to Japan. Please pay particular attention to the following points.

1 Visa Issuance

Visa will be issued by the Embassy of Japan in each grantee's country based on the instructions from the Minister of Foreign Affairs.

2 Airline Ticket

(1) Each grantee will be provided, according to his/her itinerary and route as designated by MEXT, with an economy class airline ticket from the international airport closest to his/her place of residence to Narita International Airport (or an airport normally used by the university where he/she is placed). In any case, a change in the departing airport due to a change of address will not be possible.

(2) The airline ticket sent by MEXT has a fixed date and flight number. Visiting relatives or friends,

staying for sightseeing, research or short visit, etc. on the way to Japan are not permitted.

(3) The departure date and flight are fixed due to hotel arrangements at a stopover location, flight transfer circumstances, arrival procedures, and residency arrangements. Therefore, changes of the ticket date made by the applicant in the home country will not be permitted.

(4) The airline ticket sent by MEXT to the grantee cannot be transferred to another person, nor can it be exchanged for money. Furthermore, MEXT is only responsible for supplying grantees with an airline ticket and will not pay for costs associated with excess baggage, airport taxes or insurance fees.

(5) A ticket will only be provided for the grantee. Family members or others who may accompany the grantee to Japan will not receive any travel or other funds.

3 Date of Departure

(1) The departure date, designated by the accepting university, will be two weeks or so before the first day of the course conducted by the accepting university.

(2) If the grantee arrives in Japan before the arrival date designated by the university, the scholarship amount for that month will not be paid.

(3) The flight fee will not be covered for any grantees who wish to come to Japan before the designated date set by MEXT without permission from MEXT. There will be no refund after arrival. In such case the grantee will not be considered as a student of this program at that time.

Therefore, if a student comes before the appointed date, the travel arrangements, entrance procedures and living arrangements after arrival (all necessary procedures) will be the grantee's responsibility.

(4) Departure date and flight changes will not be permitted. However, if any change is required due to personal illness, please contact MEXT through the Embassy of Japan. In such a case, the grantee must wait for the contact from MEXT after all the procedures including residence arrangements, etc., are rescheduled. In Japan, all courses will begin right after the arrival date. In case of any arrival delay, the applicant's acceptance to this program might be revoked.

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

4 Withdrawal or Revocation of Acceptance

(1) If a grantee cannot arrive within the designated arrival period, it will be a great hindrance to the grantee's education at the university as well as the research program. In this case, the acceptance to this program might be revoked.

(2) If a grantee withdraws from the program after receiving the airline ticket, MEXT will collect it through the travel agency.

(3) If a recommending institution sends many grantees who withdraw from this program or return to their home country due to personal reasons in the middle of the program, the institution's participation itself will be reconsidered. Therefore, when recommending applicants, please make sure applicants will not withdraw from this program for any reason.

5 Students Accompanied by Family Members

(1) If a grantee wishes to be accompanied by his/her spouse or any other family member, the grantee must inform the accepting university before departure. If the spouse wishes to accompany the grantee, they must be informed that there will be no increase of the scholarship and traveling fee for the spouse.

(2) All entry procedures for the spouse will be completely different from those for the grantee. Therefore, please make sure to obtain a visa for the spouse before departure.

6 Guidance before Departure Date

(1) All grantees should learn as much about their accepting universities' education systems as possible before coming to Japan. Grantees should also learn basic Japanese language necessary for daily life and

about the Japanese climate, legal system, culture, and so on before departure.

(2) All grantees studying in Japan should bring approximately \$2,000 US or the equivalent thereof to cover immediate needs after arrival in Japan since the scholarship will be paid at a date somewhat after the arrival.

(3) If any personal problems occur after arrival, such matters should always be discussed with the grantee's supervisor first and then contact the International Affairs Office at the university if necessary.

(4) Recently, there are many students who return to their home country without permission. Some must return due to mental problems. A thorough interview and orientation before departure is very important to prevent these unauthorized returns from happening. However, if an unfortunate occurrence should arise due to an accident while the grantee is studying abroad, measures will be taken to ensure fast contact with family members of the student and appropriate authorities in the home country based on directions from the Japanese side. All problems should be dealt with through close contact between Japan and the student's home country. All circumstances and results concerning such matters should be reported to the accepting university and MEXT.

(5) The JASSO provides a general complimentary brochure "Student Guide to Japan."

(http://www.jasso.go.jp/en/study_j/sgtj.html)

VI YEAR-LONG SCHEDULE

2016

July.	Sending of application documents
By Oct.28th	Recommendation of candidates by recommending institution, Documents to be submitted
Early Nov.	First Screening by accepting institutions

2017

March.	Second Screening (Conducted by the YLP Committee in MEXT)
April.	Announcement of result
Aug.-Sept.	Airline tickets to be sent
Sept.-Oct.	Students arrive in Japan

* N.B: This schedule is preliminary. Detailed schedules will be announced separately through the Japanese Ministry of Foreign Affairs and the Embassy of Japan.