

**GUIDANCE  
FOR  
JAPANESE GOVERNMENT (MONBUKAGAKUSHO: MEXT) SCHOLARSHIP FOR 2013  
YOUNG LEADERS' PROGRAM (YLP) STUDENT**

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# I INFORMATION CONCERNING THE RECRUITMENT OF STUDENTS

## 1 Number of Participants

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

## 2 Matters to be Attended for Eligibility and Application

a Applicants must have graduated a university with excellent grades and be eligible to study in Japan for one year.

b Applicants must meet all qualifications stated in the entrance requirements. Please observe the requirements strictly.

c **The number of students we allow into this program is kept down to a minimum. All candidates for this program will be evaluated relatively. 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.). Take this point into consideration when recommending candidates.**

d Some students in the past gave up studying in the middle of the program due to mental and physical problems. Please take into consideration the fact that the environment of Japan might be different from that of the applicants home country. Therefore, the applicants medical examination records and records of previous illness must be carefully reviewed.

e Remember that the number of participants and treatment of the students could differ from this document due to Japanese financial difficulties.

f Military personnel and military civilian employees registered on the active list are excluded from participation.

## 3 Notice Period and Method

Each institution can decide how to notify students about recruitment for this Scholarship. However, recruitment must be done in an effective way in order to guarantee that outstanding students are selected.

**Application materials may be mailed 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 notified to seek information about the accepting universities through their brochures or homepages (See the application material for the URL).

## 4 Acceptance of Application Forms

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

(1) The language used and the attached translation

**Documents must be written in English. Attach an English translation if they are written in another language.**

(2) Applications

a Each year's prescribed forms must be used to apply. Fill out the forms clearly (especially applicants name) and put each application form and all other necessary documents in an envelope which is designated by MEXT.

b Academic Record In the spaces designated for:

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

Please write the names of the schools or institutions that you attended which correspond to the Japanese education system of:

- 1) elementary school
- 2) junior/senior school
- 3) undergraduate/graduate university

\* Caution: Write the exact number of years which the applicant was enrolled in each institution. If an applicant skipped a year in any schools or institution, it must be mentioned.

(3) Reasons for applying and future plans

The essay concerning the applicants reason for applying as well as future plan after the completion of YLP must be explained concretely and specifically within three pages or so.

(4) Transcript of last attended institution

A transcript of all credited courses taken every year in the students undergraduate or graduate university is necessary (Neither a certificate of degree 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.).

(5) Certificate of graduation (Attach an English translation)

Any of the following can be submitted: A certificate of graduation of the last attended institution, a certificate of university entrance qualification (For example a certificate showing you took the High School Equivalency Exam) and a certificate of degree (can be a copy of diploma).

(6) Medical certificate

Students must use the designated form and fill out (or have the doctor fill out) all that is required. Recommending institutions must assign medical institutions for the physical examination.

Regarding previous illness, for example tuberculosis, mental disease, etc., please pay attention to the fact that some students become sick after coming to Japan even though they didn't state any problems beforehand. Consider this point carefully when recommending institutions interview applicants. If candidates are disabled and need special care, it must be mentioned in the recommendation letter.

(7) Incomplete application forms

**Application forms which 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 their countries condition: certificates confirmed by the issuing authority, the government in their home country, or Embassy of Japan can be used instead.

## **5 Conditions for Recruitment**

Applicants must follow all application requirements. Personal exceptions will not be admitted.

## **6 Applicants Staying in Japan**

Applicants residing in their own country have first priority. However, if a student is already staying in Japan for some reason (except for those studying in Japan privately) and wishes to apply to this program, the applicant can be included if the recommending institution decides to choose the applicant as a candidate.

## **7 Applicant Who Has Already Been to Japan**

Applicants who have been to Japan and caused problems in the past should not be recommended as candidates.

## **II SELECTION OUTLINE**

The candidates who will be recommended to MEXT through Embassy of Japan and the Japanese Ministry of Foreign Affairs should be selected by the following method;

### **1 Method of Screening**

Each recommending institution can choose the candidates freely but must examine accurately each applicants English ability, personality, reasons for applying, etc.

## 2 Criteria for Selection

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

- a Candidates must have excellent grades and have the ability to study in their desired field.
- b Candidates must be physically and mentally healthy.  
(The students who had developed 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.)
- c Candidates must have a verifiable identity.
- d Candidates must be able to easily adapt to a new environment and a different culture.
- e Candidates must have a rich international cultural understanding.
- f Candidates must not have Japanese nationality and dual nationality between his/her country and Japan.
- g Candidates must not be military personnel or military civilian employees.

Do not recommend students who meet the following criteria;

- Students who are already enrolled in a Japanese university privately.
- Students who will obviously have difficulty in continuing their studies for a certain period of time after coming to Japan (For example, those who have to do military service, those who are pregnant, etc.).

## III RECOMMENDATION OUTLINE

Applicants personality, learning ability, eagerness to study in Japan and learn Japanese, experience of studying abroad, etc., should be written in the recommendation letter in detail by each recommending institution.

Recommending institutions must submit all the necessary documents to MEXT through Embassy of Japan and the Japanese Ministry of Foreign Affairs.

The following is a list of the necessary documents;

Necessary Documents		Number of Sets
① Application for Admission (Prescribed Forms)		1 Original and 4 Photocopies (Except Photographs)
Photographs (taken within the past 6 months, 6 x 4 cm, the upper half of the body, the front side, no hats)		5 Pictures (Paste on Each Application )
② Transcript (of All Years) of the Institution Last Attended		1 Original and 4 Photocopies
③ Recommendation Letters	One Written by the Recommending Authority	1 Original and 4 Photocopies
	One Written by the Employer or from the Supervising Professor of the University the Applicant Attended	1 Original and 4 Photocopies
④ Medical Certificate		1 Original and 4 Photocopies
⑤ Certificate of the University Last Attended or a Copy of the Applicants Diploma		1 Original and 4 Photocopies
⑥ An Essay Explaining the Applicant's Reason for Applying and Future Plans after the Completion of YLP		1 Original and 4 Photocopies

⑦ A Copy of Family Register or Certificate of Citizenship	1 Original and 4 Photocopies
⑧ A Copy of Passport	5 Photocopies
⑨ English Proficiency Certificate	5 Photocopies
⑩ Reply to the Essay Questionnaire	1 Original and 4 Photocopies
⑩ Report of Theme and Background for the Preparation of Research Paper (Only Applicable to the Medical Administration Course)	1 Original and 4 Photocopies
⑪ Score of GMAT or Certificate of Equivalent Examination (Only Applicable to the Business Administration Course arbitrary is submitted.)	5 Photocopies

\* Caution:

- 1 These documents must be written in English or attach an English translation.
- 2 Insert all necessary documents of the application forms with photographs. Use one envelope designated by MEXT for each candidate. Insert copies of the proof certificate with the original copies of necessary documents in one application form.
- 3 **In the application material, candidates are requested to number the documents in the right upper corner. In case this is not done by the candidate, the recommending institution should number the document accordingly.**

#### **Deadline of recommendation**

The nomination of candidates to MEXT should be made by the recommending institution before the date that will be specified by the Embassy of Japan. It is the responsibility of the recommending institution to ensure that all necessary documents listed above are provided.

**It is preferred that all the necessary documents for every candidate are submitted to the Embassy of Japan all together. In case part of the necessary documents are lacking for a candidate, and that need to be submitted later, make sure to confirm the deadline with the diplomatic mission. If the document is not submitted by the deadline, or cannot be expected to be ready, the case will be treated as inaccepted (not possible to nominate).**

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

### **1 The First Screening**

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

### **2 The Second Screening**

The YLP committee conducts the second selection.

### **3 Announcement of Results**

The result of the second selection will be notified to each recommending institution through 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 declination etc., it

is possible to select from fill-in successful candidates who were beforehand selected at the second screening of the YLP committee.

However, please note that the YLP committee will not choose any more candidates as alternates after the second screening.

## V PROCEDURES AFTER SELECTION

Many cases have occurred which selected students caused several problems after coming to Japan because of the lack of procedure knowledge or misunderstandings. Consider the following points:

### 1 Visa

Japanese Government Scholarship student must obtain a visa of College Student in their own country based on the instruction of 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 air ticket from the international airport closest to his/her place of residence to Narita International Airport (or following the itinerary normally used by the university where the grantee is placed). A change in the departing airport due to a change of address will not be permitted.

(2) The airline ticket sent by MEXT has a fixed date and flight number. Visiting relatives or friends, sightseeing, research or visits for study, etc., on the way to Japan is not permitted.

(3) The departure date and flight is fixed due to the hotels 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 to supplying grantees with an airline ticket and will not pay for costs associated with excess baggages, airport taxes or insurance fees.

(5) A ticket will only be provided for the grantee. Family members or so who will accompany the grantee to Japan will not receive any funding.

### 3 Changes in the Date of Departure

(1) The flight fee will not be covered for any grantee who wishes to come before the designated date by MEXT without permission from the Ministry. There will be no refund after arrival. In such case the grantee will not be considered as a student of this program. **Therefore, if students do come before the appointed date, the traveling arrangements, the entrance procedures and the living arrangements after arrival (all necessary procedures) will be the grantees responsibility.**

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

(3) If the travel agency demands payment for the difference of flight fee due to any departure or flight changes and if the grantee paid at the moment of departure, no refund will be given after arrival. Therefore, when any changes occur, always contact 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 grantees education at the university as well as the research program. Therefore, the acceptance to this program will be revoked.

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

through the travel agency. **3. 申請に必要書類の提出**

(3) **If recommending institutions send many grantees who withdraw from this program or return to their home country due to personal reasons in the middle of the program, the institutions participation itself will be reconsidered. Therefore, when recommending applicants, 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 their spouse or any family member, they must contact the educational institution before departure. When the spouse will come together with the grantee, it must be informed that there will be no increase of the scholarship and traveling fee.

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

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

(1) All grantees studying abroad should research their foreign universities (partner university) education system. Grantees should also learn basic Japanese language necessary for daily life, Japanese climate, legal system and culture before departure.

(2) All grantees studying abroad should prepare appropriately \$2,000 US for living expenses for the time being.

(3) If any personal problems occur after arrival, such matters should always be discussed with their supervising professors first and then the Foreign Exchange Office at the university should be contacted to.

(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 instruction before departure is very important to prevent this from happening. However, if this happens due to an accident while studying abroad, contacts are made to family members of the student and appropriate authorities in their home country based on the directions from Japan. All problems will be dealt with by having a close contact between Japan and the home country. All conditions and results concerning such matters should be reported.**

(5) The JASSO provides a general complimentary pamphlet "Student Guide to Japan."  
([http://www.jasso.go.jp/study\\_j/sgtj.html](http://www.jasso.go.jp/study_j/sgtj.html))

## VI YEAR-LONG SCHEDULE

2012

Late June.            Sending of Application Forms  
By Oct.31th        Recommendation of Candidates by Recommending Institution,  
                         Documents to be Submitted  
Early Nov.         The First Screening by Accepting Institutions

2013

Feb.                 The Second Screening (Conducted by the YLP Committee in MEXT)  
March.             Announcement of Results  
Aug.-Sept.         Airline Tickets to be Sent  
Sept.-Oct.         Students Come to Japan

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



## **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 do you think is the most important and urgent problem to be solved in the area of local governance in your country? (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)

# Recommendation Form

To the Applicant

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

Your Name (Family)	(Given)	(Middle)

To the Recommender

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

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

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

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

**Note:** If you recommend the applicant for the Business Administration Course, you need not answer the questions marked with \*.

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: \_\_\_\_\_

健康診断書

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

日本語又は英語により明瞭に記載すること。

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

氏名 Name: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 Family name, First name Middle name  
 男 Male 生年月日 Date of Birth: \_\_\_\_\_ 年齢 Age: \_\_\_\_\_  
 女 Female

1. 身体検査  
Physical Examinations

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

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

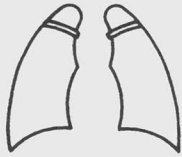
A B O	R H	+
		-

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

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

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

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



肺 lung:  正常 normal  異常 impaired  
 Date \_\_\_\_\_  
 Film No. \_\_\_\_\_

心臓 Cardiomegaly:  正常 normal  異常 impaired

↓  
 異常がある場合 心電図  
 If impaired: Electrocardiograph  
 正常 normal  異常 impaired

Describe the condition of applicant's lung.

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

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

Tuberculosis.....  ( . . . ) Malaria.....  ( . . . ) Other communicable disease.....  ( . . . )  
 Epilepsy.....  ( . . . ) Kidney Disease.....  ( . . . ) Heart Diseases.....  ( . . . ) Diabetes.....  ( . . . )  
 Drug Allergy.....  ( . . . ) Psychosis.....  ( . . . ) Functional Disorder in extremities.....  ( . . . )

5. 検査 Laboratory tests  
 検尿 Urinalysis: glucose ( ), protein ( ), occult blood ( ), 検便 Feces: Parasite (egg of parasite) (+, -)  
 赤沈 ESR: \_\_\_\_\_ mm/Hr, WBC count: \_\_\_\_\_ x10<sup>3</sup>/μl, RBC: \_\_\_\_\_ x10<sup>6</sup>/μl, Hemoglobin: \_\_\_\_\_ g/dl,  
 AST (GOT): \_\_\_\_\_ u/l, ALT (GPT): \_\_\_\_\_ u/l,

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

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 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: \_\_\_\_\_