

No.12040/48/2013-FTC (Trg.)
Government of India
Ministry of Personnel, Personnel Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated- September 17th, 2013

CIRCULAR

Sub:- **One Year Masters Degree Course in Local Government (Public Policy in the Local Government) under Young Leaders' Programme (YLP) at the National Graduate Institute for Policy Studies, (GRIPS) Tokyo, Japan from October 2014-September, 2015.**

Applications/nominations are invited for special scholarships of one year Masters Degree Programme **in Local Government (Public Policy in the Local Government) under Young Leaders' Programme (YLP)** to be held from October, 2014 to September, 2015 at the National Graduate Institute for Policy Studies, (GRIPS) Tokyo, Japan.

2. The Local Government Course 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.

4. The programme 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.

Course Duration: The course is for duration of one year from October, 2014 to September, 2015 resulting in the conferral of a Master's Degree in Public Administration/Public Policy by GRIPS.

Language Instruction: All classes are conducted in English medium.

5. **Qualifications:**

- a) In principle the applicant should be under 40 years of age as on 1st October, 2014 (i.e. born on or after 2nd October, 1974);
- b) Must be a college graduate who have attained a high level of academic achievement in their undergraduate study;
- 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 'College Student' visa prior to their arrival in Japan;
- g) Must not be serving in military service or civilians employed by military forces.

...2/-

6. In addition to the above, the following information in respect of the nominated officers may please be furnished while forwarding the nomination:

- a) Whether attended any foreign training programme in the past? If so, the duration/detail thereof;
- b) Whether clear from vigilance angle;
- c) Age;
- d) Whether working in North East State/J&K;
- e) A brief in 50-100 words justifying the nomination.

7. A scholarship of an allowance of 242000 yen per month will be provided for one year by Japan besides economy class air fare to/from Japan, accommodation fee etc. Participants will be exempted from fee for the entrance examination, matriculation and tuition and receive medical insurance which will be paid by the Japanese Government.

8. It is requested that the nomination of the suitable candidates may please be forwarded in application proformas, along with health certificates and other supporting documents, to this Department in accordance with the eligibility criteria and the terms and conditions enclosed. It is also mentioned that, once selected, if the candidate, withdraws his/her nomination will attract debarment from future trainings as per the extant rules.

9. The applications (**in duplicate**) should reach this Department through Administrative Ministry/Department/State Government not later than 7th October, 2013. Nominations received after the prescribed date will not be considered. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).


(N.K. Wadhwa)

Under Secretary to the Government of India

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Copy to:

- a) The Secretaries of all Ministries/Department of Government of India,
- b) All Chief Secretaries of State Governments/Union Territories (with request to circulate it amongst their related organizations)
- c) NIC with the request to post the circular along with the enclosed application Proforma on this Department's website

2

JAPANESE GOVERNMENT (MONBUKAGAKUSHO: MEXT) SCHOLARSHIP FOR 2014
YOUNG LEADERS' PROGRAM (YLP) STUDENT (SCHOOL OF LOCAL GOVERNANCE)

I OUTLINE

1. Objectives

The Young Leaders' Program (YLP) aims to cultivate national leaders of the future in Asia and around the world. In addition, while enhancing the participants' understanding about Japan, it should help form a network among national leaders, contributing to the establishment of friendly relations and improved policy planning activities between Asian and other countries, including Japan.

The YLP is one of the Japanese Government (Monbukagakusho: MEXT*) Scholarship Student systems.

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

2. Eligible Countries and Participants

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

Eligible Countries:

P. R. China, Korea, Indonesia, Malaysia, the Philippines, Thailand, Vietnam, Laos, Myanmar, Cambodia, Mongolia, Kazakhstan, Uzbekistan, India, Pakistan, Hungary, Czech, Poland, Romania (19 Countries)

3. Host University

National Graduate Institute for Policy Studies (GRIPS)

4. Number of Students

Approximately 10 students

5. Recruitment and Selection

(1) Method of Recruitment

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

(2) Screening Procedure

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

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

(1) Basic Concepts

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

(2) Course Duration and Qualification

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

(3) Language

All lectures are conducted in English.

7. Commencement of the Program

October of 2014

II INFORMATION FOR APPLICANTS

MEXT will offer scholarships to foreign students who wish to study at GRIPS as YLP students in local governance for the academic year 2014 under the MEXT Scholarship Program. The conditions are as follows:

1. Field of Study

Local Governance

2. Qualifications

- (1) Nationality: Applicants must be nationals of countries eligible for the YLP (School of Local Governance).
- (2) Age: Applicants must be, in principle, under 40 years of age, as at 1 October, 2014 (i.e. born on or after 2 October, 1974).
- (3) Academic Background: Applicants must hold a Bachelor's degree or equivalent from a recognized/accredited university or college, and have achieved excellent academic performance.
- (4) Work Experience : At least 3 years of work experience in public administration (preferably 5 years or more).
- (5) English Proficiency: A minimum TOEFL-iBT score of 79 (TOEFL-CBT score of 213, TOEFL-PBT score of 550), IELTS 6.0 or equivalent..
- (6) Health: Applicants must be in good health.
- (7) Visa Requirement: Selected applicants must acquire "College Student" (ryugaku, 留学) visas before entering Japan. They then enter Japan with the "College Student" (ryugaku, 留学) residence status. Applicants who are already in Japan under a different visa category are required to change it to "College Student" by the end of the month preceding the start of the scholarship. Applicants who change their resident status to anything other than "College Student" following their arrival in Japan will immediately lose their status as a Japanese government scholarship student.
- (8) Others: Applicants who meet any or all of the conditions below are not eligible. If identified after commencement of the scholarship period, applicants will be required to withdraw from the scholarship:
 - ① Active members of military forces, or a civilian employed by military forces at the time the scholarship period is scheduled to commence.
 - ② Unable to travel to Japan within dates set by the receiving university.
 - ③ Already enrolled in a Japanese university under "College Student" status, or plans to enroll at a Japanese university as a privately-financed international student, between the time of application for the GRIPS scholarship and the time the scholarship period is due to commence.
 - 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 2014 to September 2015

4. Scholarship Benefits

- (1) Allowance: 242,000 yen per month (in FY 2013; amount is subject to change) will be provided to grantee during the term of the scholarship. Grantees who are absent from the university for long periods will no longer be provided with the scholarship.

Scholarships will be cancelled in the event of any of the cases below. Furthermore, if scholarship payments were made during the period that such conditions applied, grantees may be ordered to return any scholarship payments received during said period.

- ① If application documents are found to contain falsehoods;
- ② If pledges made to the Minister of MONBUKAGAKUSHO (MEXT) are breached;
- ③ If poor academic performance or suspension guarantees that the grantee will be unable to complete the course within the standard term;
- ④ If "College Student" resident status, as provided for in Paragraph 1-4 of Appendix to the Immigration Control and Refugee Recognition Act, changes to any other status;

- ⑤ If grantee is provided with another scholarship (excluding scholarships designated for research expenses);
- ⑥ If grantee's government and/or other state institutions request such cancellation.

(2) Travel Allowance:

- ① Transportation to Japan: Grantees will be provided, in accordance with their itinerary and route as designated by MEXT, with an economy class air ticket from the international airport closest to their place of residence to the Narita International Airport (or following the itinerary normally used by the university where grantees are placed). Expenses such as inland transportation from their place of residence to the nearest international airport; airport taxes; airport usage charges; special taxes on overseas travel; and travel expenses within Japan will be borne by the grantee (in principle, grantee's place of residence shall be the address stated in the application form).
- ② Transportation from Japan: Grantees who return to their home country within the fixed period following the expiration of the scholarship will be provided, upon application, with an economy class air ticket from Narita International Airport to the international airport nearest to their home address. Expenses such as inland transportation from their home address to the international airport, airport taxes, and special travel taxes will NOT be provided (in principle, the address in the grantee's home country as stated in the application is considered the "home address").

* Grantees must arrange any aviation and/or accident insurance to and from Japan on their own. The airport that the grantee departs from, or returns to, must be an airport in their home country.

(3) Tuition Fees: Fees for matriculation, tuition, and university entrance examinations will be paid by the Japanese government.

(4) Accommodations:

- ① In principle, grantees may reside at accommodations 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) Initial screening will be conducted by the recommending authorities in the applicant's home country.
- (2) Second screening by means of an interview and review of submitted documents will be conducted by GRIPS. If it is difficult to arrange an interview in the applicant's home country, the interview may be conducted by telephone.
- (3) The list of final selections by GRIPS will be submitted to the YLP committee organized by MEXT for final approval.

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 or official copies of transcripts from all undergraduate and graduate schools previously attended	1	4	An official copy means a certified true copy of the original document with an official seal obtained from the administration office of the school attended. Copies attested by organizations/persons not having notary/legal functions will not be accepted.
(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 copies of diplomas or degree certificates from all undergraduate and graduate schools previously attended	1	4	An official copy means a certified true copy of the original document with an official seal obtained from the administration office of the school attended. Copies attested by organizations/persons not having notary/legal functions will not be accepted.
(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	
	⑧ Copy of the Passport	—	5	
(10)	⑨ English Proficiency Certificate	—	5	TOEFL/IELTS or other equivalent test score. Native speakers of English (applicants from the Philippines) are exempted from this requirement.
(11)	⑩ Answer to the Essay Questions	1	4	

*Attention

- ① All documents should use A4 paper and should be typed. If documents are handwritten, please print clearly.
- ② These documents should be written in English. Each document must be submitted with a certified English translation if the original is not written in English. We must emphasize that applications are considered incomplete until *all* documents, including recommendation letters and diplomas, are submitted in English or come with English translations.
- ③ 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.
- ④ Submit English test proficiency scores from the TOEFL or IELTS from within the last two years. If you submit the results of a different test of English proficiency, please submit a conversion of

the score to TOEFL or IELTS.

- ⑤ If you have a publication or dissertation, submit the overview separately.
- ⑥ Your application may not be accepted if any of the documents are incomplete, inaccurate, or missing.
- ⑦ Number the documents from 1 to 10 (the items numbered in the list above) in the upper right corner of each document.

8. Notes

- (1) For more detailed information on the YLP scholarship program, please contact the corresponding office at the Japanese Embassy in your home country.
- (2) Recipients are advised to learn the Japanese language and familiarize themselves with Japanese weather/climate, customs, university education, and conditions, as well as about differences between the Japanese legal system and that of their home country before departing for Japan.
- (3) It is highly recommended for grantees to bring at least US\$2,000 or the equivalent to cover their immediate needs upon arrival in Japan.

7

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

I Basic Concepts

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

II Students

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

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

1. Required Courses (8 credits)

- Introduction to Japan
- Local Governance in the Changing World
- Local Government Finance
- Local Government System

2. Core Elective Courses (at least 4 credits)

- Economic Development of Japan
- Essential Microeconomics
- Global Governance: Leadership and Negotiation
- Government and Politics in Japan
- International Relations
- Microeconomics I
- Structure and Process of Government

3. Recommended Courses (Credits for the graduation requirement)

- Development Economics
- Government and Market
- Innovation, Sustainability and Uncertainty
- International Trade

- Japanese Financial System
- Global Development Agendas and Japan's ODA
- Macroeconomics I
- Public Economics
- Social Science Questions and Methodologies

4. Colloquium (2 credits) (Required Course)

This course will provide an opportunity to listen and discussion 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. Research Paper (4 credits) (Required Course)

Students will produce a research paper on a topic of their choice that pertains to local governance, with a perspective of comparison between their home country and another, such as Japan. Designated advisors will provide them with writing instruction/guidance.

6. Workshop (4 credits) (Required Course)

Workshops, including a field trip on local governance in Japan, will be conducted twice in association with other universities, central government ministries, and local governments.

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/>

日本政府（文部科学省）奨学金留学生申請書

Young Leaders' Program Student for 2014 (School of Local Governance)
 (ヤング・リーダーズ・プログラム留学生) (地方行政コース)

INSTRUCTIONS (記入上の注意)

- The application must be typewritten if possible, or neatly handwritten in block letters. (明瞭に記入すること。)
 - Numbers should be in Arabic figures. (数字は算用数字を用いること。)
 - Year should be written in the Anno Domini system. (年号はすべて西暦とすること。)
 - 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) (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) (Marital Status)
 Single (未婚)
 Married (既婚)

(Family Name/Surname) (First Name) (Middle Name)

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

3. Date of Birth (生年月日)

19 _____
 Year (年) Month (月) Day (日) Age (年齢) : as of October 1, 2014
 (2014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 name of the university enrolled, or of employer (現職 (在学大学名又は勤務先名まで記入すること。))及びその電話番号、ファックス番号又はEメールアドレス

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

* If possible, write an email 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-mail 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)	From (入学)	years (年)	
	Upper Secondary School (高校)	Location: City, Country (所在地: 都市、国)	To (卒業)	and months (月)	
Higher Education (高等教育)	Undergraduate Level (大学)	Name (学校名)	From (入学)	years (年)	*-1
	Graduate Level: (大学院)	Location: City, Country (所在地: 都市、国)	To (卒業)	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 education 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 two positions) (職歴：過去の役職から2つ記入すること)

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
				From To
				From To

9. State the titles or subjects of books or papers (including graduation thesis authored by applicant), if any, with the name and address of publisher and the date of publication: Summary of the papers should be accompanied.
(著書、論文(卒業論文を含む。))があればその題名、出版社名、出版年月日、出版場所を記入し、又、論文の概要を添付すること。)

10. 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)

11. English Proficiency: Report your score of TOEFL or IELTS. (英語能力：TOEFL 又は IELTS のスコアを記入すること。)

Score of TOEFL Score of IELTS
(TOEFL のスコア) (IELTS のスコア)

_____ (iBT/CBT/PBT) or _____

12. 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)

13. Is there anyone in your family who has been awarded or is applying for a Japanese Government (MONBUKAGAKUSHO:MEXT) Scholarship? If yes, please fill in the blanks below.

(家族の中に国費外国人留学生に採用されている者、もしくは申請中の者があるか。もし、あるならば、下欄に記入すること。)

Name (awarded/applying)
(氏名) _____ (採用/申請中)
Relationship
(本人との関係) _____

14. Have you been awarded a Japanese Government (MONBUKAGAKUSHO: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) _____

15. 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 (MONBUKAGAKUSHO:MEXT) Scholarship for 2014, and hereby apply for this scholarship.

(私は2014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) _____

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.

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.

7. Please comment on specific ways the applicant could improve professionally.

8. Please give us your appraisal of the applicant in terms of the qualities listed below:
What reference group are you using to make your appraisal?

	Inadequate opportunity to observe	Below average (Bottom third)	Average (Middle third)	Good (Top third)	Very good (Top 15%)	Excellent (Top 10%)	Outstanding (Top 5%)	Exceptional (Top 2%)
Leadership potential								
Interpersonal skills								
Imagination and creativity								
Motivation and drive								
Personal integrity								
Self-confidence								
Personal maturity								
Sense of humor								
Self-discipline								
Intellectual ability								
Emotional energy								
Analytical/quantitative ability								
Ability in oral expression								
Time management								

19
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 _____ 年齢 _____
女 Female Date of Birth: Age:

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 pressure Blood Type

ABO	RH	+
		-

脈拍数 _____ /min 整 regular
Pulse Rate 不整 irregular

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

(4) 聴力 正常 normal 言語 正常 normal
Hearing: 低下 impaired speech: 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 Yes (Disease: _____)
Disease Treated at Present 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: _____ x10³/μl, RBC: _____ x10⁶/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 _____ 署名 _____
Date: Signature:

医師氏名
Physician's Name in Print: _____

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

**GUIDANCE
FOR
JAPANESE GOVERNMENT (MONBUKAGAKUSHO: MEXT) SCHOLARSHIP FOR 2014
YOUNG LEADERS' PROGRAM (YLP) STUDENT**

CONTENTS

I Information Concerning the Recruitment of Students

- 1 Number of Participants
- 2 Matters to be Attended for Eligibility and Application
- 3 Notice Period and Method
- 4 Acceptance of Application Forms
 - (1) The language used and the attached translation
 - (2) Applications
 - (3) Reasons for applying and future plans
 - (4) Transcript of last attended institution
 - (5) Certificate of graduation (Attach an English translation)
 - (6) Medical certificate
 - (7) Incomplete application forms
- 5 Conditions for Recruitment
- 6 Applicants Staying in Japan
- 7 Applicant Who Has Already Been to Japan

II Selection Outline

- 1 Method of Screening
- 2 Criteria for Selection

III Recommendation Outline

IV Selection and Announcement of Result

- 1 The First Screening
- 2 The Second Screening
- 3 Announcement of Results
- 4 No Change of Assigned University
- 5 Waiting List

V Procedures after Selection

- 1 Visa
- 2 Airline Ticket
- 3 Changes in the Date of Departure
- 4 Withdrawal or Revocation of Acceptance
- 5 Students Accompanied by Family Members
- 6 Guidance before Departure Date

VI Year-Long Schedule

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.

24

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

26
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) **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)

28

VI YEAR-LONG SCHEDULE

2013

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

2014

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.