

No.15012/2/2014-FTC/IR
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: the 10th of September 2014

CIRCULAR

Subject: One Year Masters Degree course in **Local Governance (Public Administration/Public Policy in the Local Government)** under Young Leaders' Programme (YLP) at the National Graduate Institute for Policy Studies (GRIPS), Japan from October 2015-September, 2016.

Applications/nominations are invited for special scholarships of one year Masters Degree Programme in School of Local Governance (Public Administration/Public Policy in the Local Government) under Young Leaders' Programme (YLP) to be held from October, 2015 to September, 2016 at the National Graduate Institute for Policy Studies (GRIPS) Tokyo, Japan.

2. The School of Local Governance 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, 2015 to September, 2016 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, 2015 (i.e. born on or after 2nd October, 1975);
- 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 1st October, 2014. 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

Tele.No.011-26165682

E-mail-ID naresh.wadhwa@nic.in

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



No. 8/4/14

NOTE VERBALE

EMBASSY OF JAPAN
INDIA

The Embassy of Japan presents its compliments to the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training – Training Division) and has the honour to inform that the Government of Japan wishes to offer special scholarships under the **Young Leaders' Program (YLP)**, through which exceptionally bright, young public administrators and government officials from various countries, including India, who are expected to play active roles in the future as national leaders in their home countries, are invited for an all-expenses-paid study visit to Japan, to attend a **one year Masters degree course (English Medium)** in the following categories:

1. **School of Government** (Public Administration/Public Policy in the Central Government)
2. **School of Local Governance** (Public Administration/Public Policy in the Local Government)
3. **Law**

*Number of scholarships available: one or two in each course
Each person can apply for only one course.*

As in the previous years, the Embassy of Japan has the honour to request the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training – Training Division) to recommend young public administrators and government officers meeting the prescribed eligibility criteria, who will be selected through an evaluation process, for enrolment in the said program for the year 2015.

Enclosed herewith are three packages (one each for the 'School of Government' Course, the 'School of Local Governance' Course and the 'Law' Course) containing the following documents:

1. General Guidance Brochures (4 nos.)
2. Application Guidelines, Application Forms, Essay Questions, Recommendation Forms, Certificates of Health, and Brochures (20 nos. of each for School of Government and Local Government, and 30 nos. of each for Law)

The Embassy of Japan would highly appreciate it if the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training – Training Division) could nominate some candidates and provide their names to the Embassy along with the duly filled application forms, health certificates and other supporting documents, by **10 October 2014**, at the latest. Documents submitted later than this deadline will not be accepted.

The Embassy of Japan avails itself of this opportunity to renew to the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training – Training Division) the assurances of its highest consideration.

New Delhi, 21 August 2014

Encls.: As above

Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training - Training Division)
Block 04, 3rd floor, Old JNU Campus, New Mehrauli Road
New Delhi-110067



Cc: Ministry of External Affairs (East Asia Division), South Block, New Delhi 110011

JAPANESE GOVERNMENT (MONBUKAGAKUSHO: MEXT) SCHOLARSHIP FOR 2015
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, Republic of Korea, Indonesia, Malaysia, the Philippines, Thailand, Vietnam, Laos, Myanmar, Cambodia, Mongolia, Kazakhstan, Uzbekistan, India, Pakistan, Turkey, Hungary, Czech, Poland, Romania (20 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 2015

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 2015 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, 2015 (i.e. born on or after 2 October, 1975).
- (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 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 6.0 or equivalent.
- (6) Health: Applicants must be in good health.
- (7) Visa Requirement: In principle, selected applicants must acquire "College Student" (ryuugaku 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 states other than "College Student" after their arrival in Japan will immediately lose their status as a Japanese government scholarship student.
- (8) Applicants who meet any or all of the 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; or
 - ③ If an applicant is, in principle, currently enrolled in a Japanese university or other type of school with the resident status of "College Student," 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.
 - 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 2015 to September 2016

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 "College Student" 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 grantee's government and/or other state institutions request such cancellation.

(2) Travel 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 grantee's nationality stated in the application form is in principle regarded as the recipient's "home address".
- 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 the participating universities 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 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

- All documents should use A4 paper and should be typed. If documents are handwritten, please print clearly.
- 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.
- 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.
- 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.
- If you have a publication or dissertation, submit the overview separately.
- Your application may not be accepted if any of the documents are incomplete, inaccurate, or missing.
- 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) 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 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) More detailed information on the YLP scholarship program is available at the Japanese diplomatic mission in your country.

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's future leaders in local governance.

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

1. Required Courses (10 credits)

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

2. Recommended 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. Elective Courses (Credits for the graduation requirement)

- East Asian Economies

- Development Economics
- Global Development Agendas and Japan's ODA
- Government and Market
- Innovation, Sustainability and Uncertainty
- International Relations of the Asia Pacific
- International Trade
- Japanese Financial System
- Japanese Foreign Policy
- 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/>

APPLICATION FOR JAPANESE GOVERNMENT (MONBUKAGAKUSHO: 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 2015 (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）

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) (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)

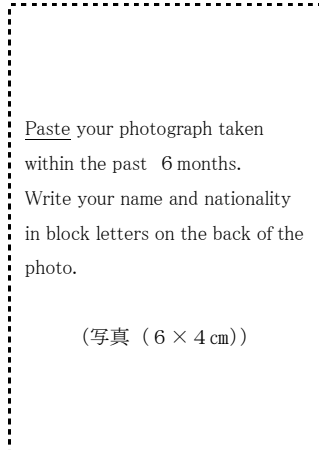
2. Nationality (国籍)

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, 2015
 (2015年10月1日現在の年齢)



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)	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 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 two positions) (職歴：過去の役職から2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
				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 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)

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 2015,
 and hereby apply for this scholarship.

(私は 2015 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 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)

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

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	+
		-

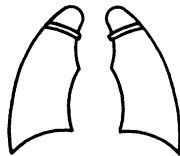
脈拍数 _____/min 整 regular
Pulse Rate 不整 irregular

(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. _____

Describe the condition of applicant's lung.

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

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 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: _____

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

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:

**GUIDANCE
FOR
JAPANESE GOVERNMENT (MONBUKAGAKUSHO: MEXT) SCHOLARSHIP FOR 2015
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

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

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

(3) 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.

(4) 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.

(5) Please remember that the number of participants and treatment of the students could differ from this document due to Japanese financial difficulties.

(6) A service member of the military or a civilian employee registered on the active military list at the time of the grantee's arrival in Japan is not eligible.

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 (Please 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 application forms will be accepted once again. 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 one 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: Please 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 student's 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 (Please 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 of the form. 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. Please 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 for 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.

- (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 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.)
- (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 and dual nationality between his/her country and Japan.
- (7) Candidates must not be a service member or a civilian employee registered on the active military list.
Please 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

Applicant's 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 Please insert all necessary documents of the application forms with photographs. Please use one envelope designated by MEXT for each candidate. Please 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, please 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 universities. 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 universities 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. Please consider the following points:

1 Visa

Japanese Government Scholarship student must obtain a visa of "College Student" in his/her home 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 airline 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, please contact MEXT through Embassy of Japan. In such a case, the grantee must wait the contact for MEXT after all the 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, please 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, 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 their spouse or any family member, they must contact the an accepting university 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, please make sure to obtain a visa for the spouse before departure.

6 Guidance before Departure Date

(1) All grantees studying in Japan should research their accepting universities 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 in Japan should bring appropriately \$2,000 US or the equivalent to cover immediate needs after arrival in Japan since the scholarship will be paid a while later.

(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 thier home country. All conditions and results concerning such matters should be reported to an accepting universitites and MEXT.**

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

VI YEAR-LONG SCHEDULE

2014

July. 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

2015

March. The Second Screening (Conducted by the YLP Committee in MEXT)
April. 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.