



ที่ มส ๐๐๒๓.๓/ว ๑๑๖๓/

ถึง อำเภอ ทุกอำเภอ องค์การบริหารส่วนจังหวัดแม่ฮ่องสอน และเทศบาลเมืองแม่ฮ่องสอน

ด้วยกรมส่งเสริมการปกครองท้องถิ่นแจ้งว่า องค์การความร่วมมือระหว่างประเทศของญี่ปุ่น มีความประสงค์จะมอบทุนการศึกษาในระดับปริญญาโท หลักสูตร “Creating Leaders for Clean Cities” ซึ่งกำหนดจัดขึ้น ณ ประเทศญี่ปุ่น โดยเริ่มการศึกษาในเดือนกันยายน ๒๕๖๙ ทั้งนี้ องค์การความร่วมมือระหว่างประเทศของญี่ปุ่น ขอให้กรมส่งเสริมการปกครองท้องถิ่นเสนอชื่อผู้ที่มีคุณสมบัติเหมาะสมเพื่อเข้ารับการพิจารณาในขั้นตอน การคัดเลือกเบื้องต้นต่อไป

ในการนี้ เพื่อให้การสมัครเข้าร่วมทุนการศึกษาในระดับปริญญาโท หลักสูตร "Creating Leaders for Clean Cities" เป็นไปด้วยความเรียบร้อย จังหวัดแม่ฮ่องสอนจึงขอให้อำเภอดำเนินการ ดังนี้

๑. ประชาสัมพันธ์ทุนการศึกษาดังกล่าวให้ข้าราชการ/พนักงานส่วนท้องถิ่นขององค์กรปกครอง ส่วนท้องถิ่นที่มีคุณสมบัติตามที่แหล่งทุนกำหนดในพื้นที่ทราบ และพิจารณาสมัครเข้าร่วมทุนการศึกษาดังกล่าว หากมีคุณสมบัติครบถ้วน

๒. รวบรวมเอกสารการสมัครที่เกี่ยวข้องและจัดส่งให้สำนักงานส่งเสริมการปกครองท้องถิ่นจังหวัด แม่ฮ่องสอน ภายในวันจันทร์ที่ ๑๒ มกราคม ๒๕๖๙ เพื่อให้กรมส่งเสริมการปกครองท้องถิ่นพิจารณาคุณสมบัติเบื้องต้น ตามเกณฑ์ที่แหล่งทุนกำหนด และเสนอชื่อผู้ที่ได้รับการคัดเลือกให้องค์การความร่วมมือระหว่างประเทศของญี่ปุ่น ประจำประเทศไทย พิจารณาต่อไป ทั้งนี้ ขอสงวนสิทธิ์ในการไม่รับพิจารณาเอกสารหลักฐานที่ไม่ครบถ้วน ไม่ถูกต้อง หรือส่งเกินกำหนดระยะเวลา

รายละเอียดปรากฏตามสำเนาหนังสือกรมส่งเสริมการปกครองท้องถิ่นที่ส่งมาพร้อมนี้ สำหรับองค์การบริหารส่วนจังหวัด แม่ฮ่องสอน และเทศบาลเมืองแม่ฮ่องสอน ขอความร่วมมือพิจารณาดำเนินการด้วยเช่นกัน



กลุ่มงานส่งเสริมและพัฒนาท้องถิ่น

โทรศัพท์ ๐-๕๓๖๑-๒๘๔๑ ต่อ ๓๓

ไปรษณีย์อิเล็กทรอนิกส์ saraban_msn@dla.go.th

1/32

ใบใช้กรมส่งเสริมการปกครองท้องถิ่น
สำนักงานส่งเสริมการปกครองท้องถิ่น
จังหวัดระยอง
เลขที่รับ 92 48
วัน/เดือน/ปี ๒๓ ธ.ค. ๒๕๖๕
เวลา 16.18
๐๗๓๕
๒๓ ธ.ค. ๒๕๖๕



ที่ มท ๐๘๑๐.๒/ว ๕๙๘๕

ถึง สำนักงานส่งเสริมการปกครองท้องถิ่นจังหวัด ทุกจังหวัด

ด้วยกรมส่งเสริมการปกครองท้องถิ่นได้รับแจ้งจากองค์การความร่วมมือระหว่างประเทศของญี่ปุ่น ประจำประเทศไทย ว่า องค์การความร่วมมือระหว่างประเทศของญี่ปุ่น มีความประสงค์จะมอบทุนการศึกษา ระดับปริญญาโท หลักสูตร “Creating Leaders for Clean Cities” ซึ่งกำหนดจัดขึ้น ณ ประเทศญี่ปุ่น โดยเริ่มการศึกษาในเดือนกันยายน ๒๕๖๙ ทั้งนี้ องค์การความร่วมมือระหว่างประเทศของญี่ปุ่นขอให้ กรมส่งเสริมการปกครองท้องถิ่นเสนอชื่อผู้ที่มีคุณสมบัติเหมาะสมเพื่อเข้ารับการพิจารณาในขั้นตอน การคัดเลือกเบื้องต้นต่อไป

กรมส่งเสริมการปกครองท้องถิ่นพิจารณาแล้ว เพื่อให้การสมัครเข้าร่วมทุนการศึกษาระดับ ปริญญาโท หลักสูตร “Creating Leaders for Clean Cities” เป็นไปด้วยความเรียบร้อย ขอความร่วมมือ จังหวัดดำเนินการ ดังนี้

๑. ประชาสัมพันธ์ทุนการศึกษาดังกล่าวให้ข้าราชการที่มีคุณสมบัติตามที่แหล่งทุนกำหนด ในสังกัดสำนักงานส่งเสริมการปกครองท้องถิ่นจังหวัด และข้าราชการ/พนักงานส่วนท้องถิ่นขององค์กรปกครอง ส่วนท้องถิ่นในพื้นที่ทราบและพิจารณาสมัครเข้าร่วมทุนการศึกษาดังกล่าว หากมีคุณสมบัติครบถ้วน

๒. รวบรวมเอกสารการสมัครที่เกี่ยวข้องและจัดส่งให้กองพัฒนาและส่งเสริมการบริหารงานท้องถิ่น ภายในวันจันทร์ที่ ๑๙ มกราคม ๒๕๖๙ และทางไปรษณีย์อิเล็กทรอนิกส์ dla0810.2@gmail.com อีกทางหนึ่งด้วย เพื่อให้กรมส่งเสริมการปกครองท้องถิ่นพิจารณาคัดเลือกเบื้องต้นตามเกณฑ์ที่แหล่งทุนกำหนด และเสนอชื่อ ผู้ที่ได้รับการคัดเลือกให้องค์การความร่วมมือระหว่างประเทศของญี่ปุ่น ประจำประเทศไทย พิจารณาต่อไป ทั้งนี้ ขอสงวนสิทธิ์ในการไม่รับพิจารณาเอกสารหลักฐานที่ไม่ครบถ้วน ไม่ถูกต้อง หรือส่งเกินกำหนดระยะเวลา รายละเอียดปรากฏตามสิ่งที่ส่งมาด้วย

จึงเรียนมาเพื่อโปรดพิจารณา



รายละเอียดทุนการศึกษา



กองพัฒนาและส่งเสริมการบริหารงานท้องถิ่น
กลุ่มงานวิชาการและวิจัยเพื่อการพัฒนาท้องถิ่น
โทร. ๐ ๒๒๔๑ ๙๐๐๐ ต่อ ๒๒๑๒ โทรสาร ๐ ๒๒๔๓ ๑๘๑๒
ไปรษณีย์อิเล็กทรอนิกส์ saraban@dla.go.th
ผู้ประสานงาน นางสาวรอฮิมะห์ โต๊ะมี โทร. ๐๘ ๙๙๗๓ ๔๘๐๓



Japan International Cooperation Agency
Thailand Office

31st Floor, Exchange Tower, 388 Sukhumvit Road, Klongtoey Bangkok 10110
TEL: (+66) 2-261-5250 FAX: (+66) 2-261-5262 URL: <http://www.jica.go.jp>

กรมส่งเสริมการปกครองท้องถิ่น
เลขรับ 62932
วันที่ 17 ธ.ค. 2568
เวลา

No. ๑๐๒๕๑๒๑๐๐๑-๒

December 16, 2025

Director-General

Department of Local Administration

Nakhon Ratchasima Road,

Dusit, Bangkok 10300

**Request for Nominating Candidates for JICA Knowledge Co-Creation Program
(Master's Degree Scholarship Program) on "Creating Leaders for Clean Cities"**

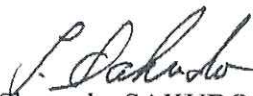
Dear Sir,

We are pleased to inform you that JICA will offer a Master's Degree Scholarship Program titled "Creating Leaders for Clean Cities", which will take place in Japan starting September 2026. In this regard, we kindly request your organization to nominate qualified candidates for consideration in the pre-screening and university matching process. We encourage nominations from both central and local governments engaged in solid waste management to ensure broad opportunity for participation. For your reference, we have attached an overview of the program along with the application form.

Please submit the application documents as outlined on Page 7 of the Overview Information to JICA Thailand Office by **January 30, 2026**. JICA and the participating universities will review the applications and notify the screening results by the end of February 2026. Selected candidates will then proceed to take the university entrance examination, with final results announced by the end of June 2026. Finally, successful candidates must be officially nominated for the JICA scholarship through the Thailand International Cooperation Agency (TICA), Ministry of Foreign Affairs, by July 2026.

Thank you for your attention, and we look forward to receiving your nominations. Should you have any questions, please do not hesitate to contact us.

Sincerely yours,


Shunsuke SAKUDO
Chief Representative

Attachments: 1) Overview Information
2) JICA Application Form

Staff in Charge at JICA: Ms. Kanda, Ms. Jamaree Tel: 02 261 5250 ext. 141

กองพัฒนานโยบายส่งเสริมการบริหารงานท้องถิ่น
เลขรับ 12748
วันที่ 17 ธ.ค. 2568
เวลา 24:12

JICA Knowledge Co-Creation Program (Master Degree Scholarship Program)

Creating Leaders for Clean Cities



Course Period in Japan:

from **September 2026** to **September 2028**

Or

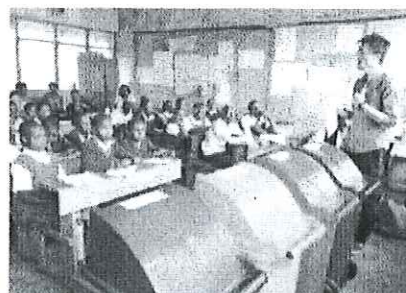
from **September 2026** to **March 2029**

This handout provides an overview of the course, which is one of the Japan International Cooperation Agency (JICA)'s Knowledge Co-Creation Programs (Long-Term). The program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between respective governments.

The objective of the Knowledge Co-Creation Program (Long-Term) is to offer opportunities to people from developing countries to study at higher educational institutions in Japan and to help them build their network of people. This is intended to assist in the human resource development plans of the governments of developing countries and Japan, and eventually to expand and strengthen bilateral ties between the developing countries and Japan.

Creating Leaders for Clean Cities

In many cities, the problem of waste management including limited collection service and inappropriate disposal is getting more and more serious along with the rapid urbanization and population influx. To sustain appropriate waste management, the consolidation of human and organizational capacity and financial sustainability is the key. However, for developing countries, where waste management is not necessarily given high priority in policy agenda, fostering human resources who will lead effective improvement of the sector is always the challenge. To contribute to the creation of clean cities, JICA is conducting the cooperation of improvement of the competence of administrative organizations under the "JICA Clean City Initiative (JCCI)". This program is designed to promote appropriate solid waste management (SWM) through enhancement of human and organizational capacity of the countries. To this end, in cooperation with other programs such as Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management (J-PRISM) and African Clean Cities Platform (ACCP), this program provides opportunities to participants to study in Japan to deepen knowledge and enhance their capacity for planning and management of SWM.



The objectives of the program are

- to strengthen capacity of potential future leaders who will engage in SWM in national/central government and/or cities of the target countries. The graduates of the program are expected to lead improvement of SWM of their countries/cities to promote appropriate SWM and thereby contribute to achievement of the SDGs.
- To establish and maintain mid and long-term amicable relationships between target countries and Japan.

For what?

The graduates of the program are expected to lead their organizations and the SWM sector of their countries to achieve better and sustainable waste management by developing following capacities;

Problem-Solving Capacity

- Identify, analyze, and solve the issues logically
- Write and present thesis
- Understand and interpret the experiences of other SWM and apply them to own case

Comprehensive Knowledge of SWM administration and management

- Comprehensive capacity of utility management in theory and practice

Long-term ties and Networks

- Networks with participants from other countries, Japanese SWM professionals and students.
- Partnerships with Japanese SWM enterprises.



How?

This program is a Master Degree Scholarship Program provided by JICA in collaboration with partner universities of JICA Development Studies Program in Japan. Participants will pursue Master's Degree under distinguished professors in Graduate School. Special programs will also be offered to improve practical abilities, develop networks, and deepen understanding of Japanese SWM field.

Language used in the Program

English

Degree & Certificate

Master's degree from Japanese University and a certificate by JICA will be awarded upon successful completion of the program.

Where?

Participants will be admitted to one of the following three universities to obtain a master's degree.



snow festival

Location: Sapporo

Hokkaido University (National)

Course in Global Environmental Management

Graduate School of Environmental Science

Degree: Master of Environmental Science

Course URL: [Course in Global Environmental Management](https://www.ees.hokudai.ac.jp/kigaku/?page_id=2598)

https://www.ees.hokudai.ac.jp/kigaku/?page_id=2598

URL: [Hokkaido University \(hokudai\)](https://www.hokudai.ac.jp/)

Location: Tokyo

Toyo University (Private)

Course of Regional Development Studies,

Graduate School of Global and Regional Studies

Degree: Master of Regional Development Studies

Course URL: [Course of Regional Development Studies](https://www.toyo-u.ac.jp/en/regional-studies/) | [Official Site of Toyo University Regional Studies](https://www.toyo-u.ac.jp/en/regional-studies/)

URL: [Toyo University Official Site](https://www.toyo-u.ac.jp/en/)



Tokyo Station



Nagoya Castle

Location: Nagoya

Nagoya University (National)

① Department of Environmental Engineering and Architecture,
Graduate School of Environmental Studies

Degree: Master of Environmental Studies or Master of Engineering

② Department of Civil and Environmental Engineering,
Graduate School of Engineering

Degree: Master of Engineering

Department URL including list of prospective supervisors in both graduate schools: [research of CEEIPO \(nagoya-u.ac.jp\)](https://www.civil.nagoya-u.ac.jp/ceeipo/)

https://www.civil.nagoya-u.ac.jp/ceeipo/src/8911/Lab_list.pdf

URL: [Nagoya University](https://www.nagoya-u.ac.jp/)

Program Outline

The program consists of a regular graduate program for study and research in the field of utility administration and management at a Japanese university and additional custom-made programs shown below:

1. Master Degree Program

- 1 Acquire theoretical knowledge by course work.
- 2 Acquire problem-solving capacity through field survey and research on practical topics.
- 3 Acquire master's degree in Graduate School.

2. Special Programs on SWM

Lectures	Field Survey / Field Trips	Others
<p>Additional special lectures on;</p> <ul style="list-style-type: none"> • Japan's historical experience to achieve sustainable collection, recycling and disposal • Case study of Japanese SWM 	<ul style="list-style-type: none"> • Field survey in Japan and/or home county for Master's thesis • Field trips to sites of SWM and industries 	<ul style="list-style-type: none"> • Networking with participants from other countries and Japanese SWM professionals/students • International conferences and symposiums. • JICA's other training programs.

3. Common Programs (Optional)

- JICA will offer the Common Programs for all participants such as;
- Special lectures and field trips on Japanese development experiences
 - International cultural exchange among JICA scholarship students.

For whom?

Countries

Angola, Bhutan, Cambodia, Egypt, Ethiopia, Laos, Peru, Sri Lanka, Thailand

Eligible / Target Organization

Young or middle-career government officials, who are expected to contribute policy formulation or its implementation for tackling sustainable developmental issues in SWM.

※ In principle, candidates without affiliations are not eligible for acceptance

Qualifications

- **Nationality:** citizen of the above countries eligible for Japan's ODA
- **Experience:** at least three (3) years of practical experiences in SWM
- **Age:** under 39 years old as of April 1st, 2026 (if not, consult with JICA overseas office)
- **Educational Background:** have a Bachelor's Degree or Master's Degree holder
- **Language:** adequate English skills both in written and oral communication to complete master's course with skills equivalent or exceeding the following; TOEFL iBT 80/ IELTS 6.5/ Duolingo 115 or higher)
- **Physical Presence:** must physically come to Japan to carry out research activities to complete this program.
- **Gender Equality and Women's Empowerment:** JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.
- **Others:** must not be receiving nor plan to receive other scholarships from



Japanese government, such as Japan Student Service Organization (JASSO), Japan Society for the Promotion of Science (JSPS), Japan Science and Technology Agency (JST), The Japan Foundation (JF) during the program

Expectation for Participants

- To play a leading role in SWM in their organizations/countries in the future
- To have adaptability and receptivity to study and research in a foreign country

Admissions

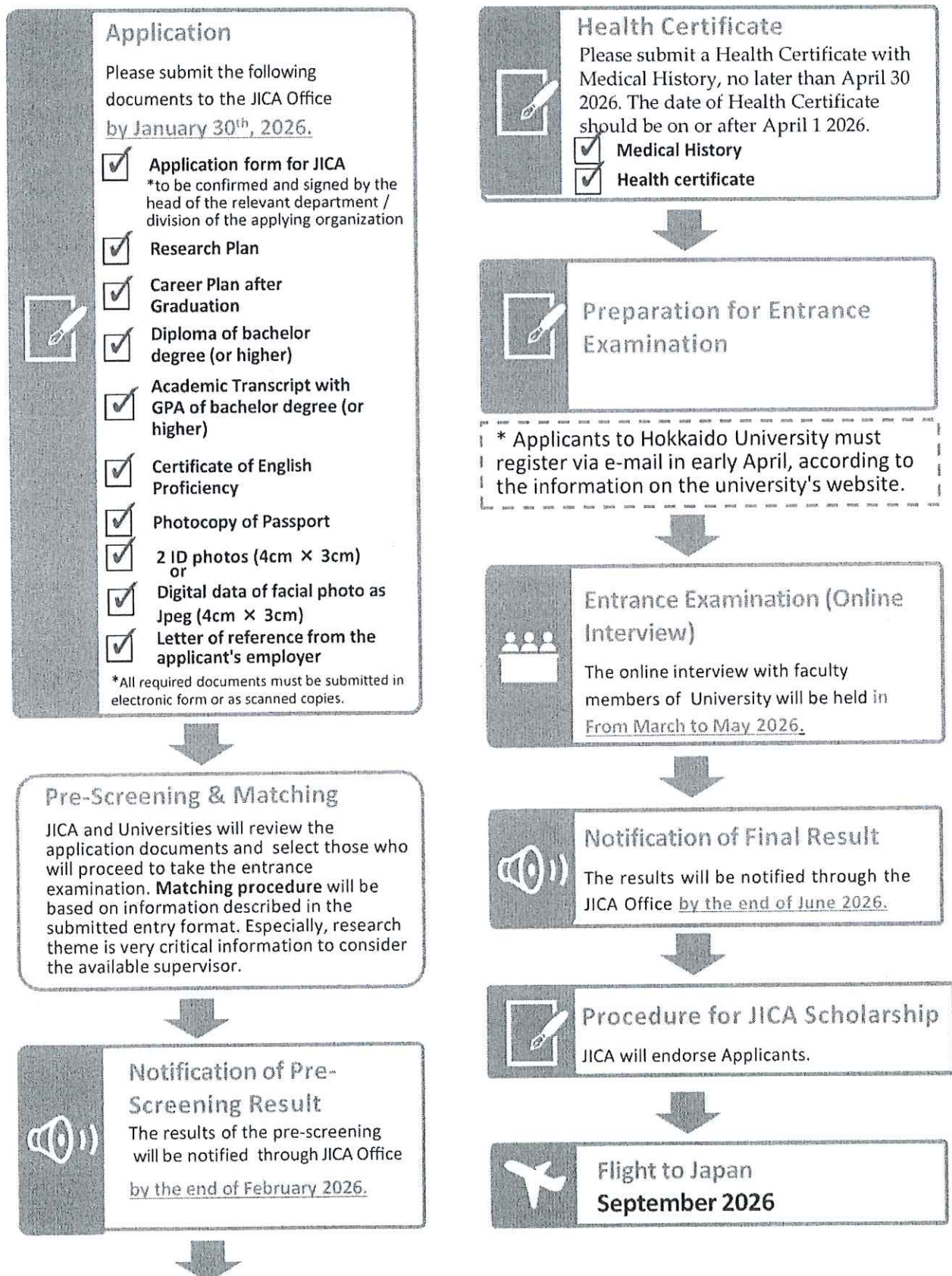
Candidates must be selected as JICA's official candidate through JICA's internal selection procedure and must pass the general entrance examination of the university they have applied to, including examinations to enter the applicants' desired master's degree course.

When?

Duration

- **Toyo Univ. & Nagoya Univ.**
from September 2026 to September 2028
- **Hokkaido Univ.**
from September 2026 to March 2029
(For the first six months, the status will be that of a non-degree "research student". In order to become a student of the regular course (master's course), you must pass the entrance examination after enrollment.)

Steps to Japan



Expenses Covered By JICA

Under the JICA Long-term Participant Allowance standards, JICA will cover expenses and allowance to participants accepted to the program/course. See the table below for further details. Note that the payments (e.g. for tuition, research support expenses, school support expenses) will not be paid to the accepted participants themselves, but directly to the university or other relevant institutions.

Expense category	Payment amount	Payment frequency
Tuition (official examination fees, entrance fees, course fees)	Actual costs	According to the request from universities
Living Allowance*	JPY 143,000–147,000 per month*	Every month via university
Airfare	Actual costs	Upon arrival in Japan and upon returning home
Outfit Allowance**	JPY100,000	Once (upon arrival in Japan)
Moving Allowance***	Up to JPY164,000–224,000	Once (during the training period)**
Research Support Expenses****	Actual costs (up to JPY360,000 per year)	
Medical care for participants who become ill after arriving in Japan	In accordance with the provisions of the medical insurance	

Expenses Not To Be Borne By JICA

JICA will not bear costs other than the allowances described above. JICA is not responsible for the following expenses especially:

- (1) Passport fees (for re-issuance and extensions, etc.)
- (2) Visa fees of a transit country and transportation expenses to obtain Visa
- (3) Transportation expenses to obtain Japanese Visa
- (4) Domestic travel expenses at the applicant's home country
- (5) Departure tax
- (6) Airport tax/airport facility charges outside of Japan, including third countries
- (7) Customs duty
- (8) Excess baggage charges
- (9) Compensation for lost and/or damaged baggage
- (10) "No show charge" to the transit airport hotel (non-refundable)
- (11) Lost - ticket fee
- (12) Accommodation fee for day-use hotel in return flight
- (13) Transportation expenses other than official programs
- (14) Telephone bill or mini-bar tab at accommodation
- (15) Medical costs related to pre-existing illness, pregnancy, and dental treatment
- (16) Medical cost related to the same illness over 180 days
- (17) "National Health Insurance" fee

Note: If participant/accepted applicant does not follow the regulation of JICA, the participant may have to bear such other cost of necessary expenses.

*Varies according to living area in Japan, type of accommodation, etc.

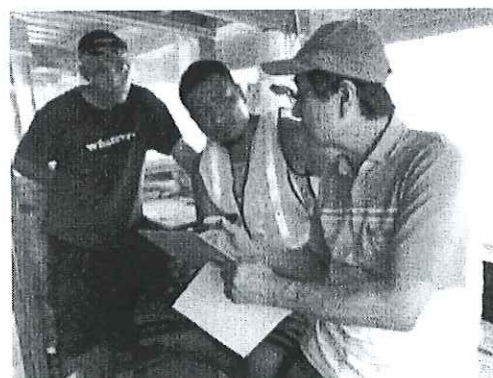
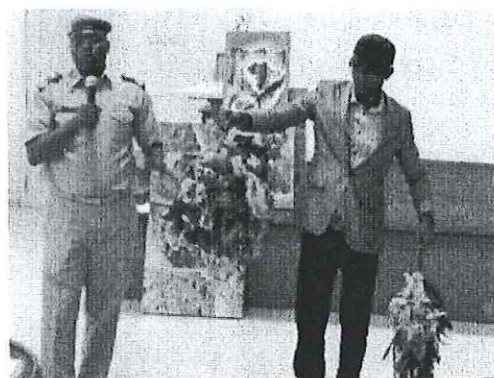
**Once, after opening bank account in Japan. As it takes several weeks to have the bank account opened, it is strongly recommended to bring cash for personal expenses during the period.

***Depending on the accommodation facility. Consultation with the university is required.

****Research Support Expenses are allowed to be provided via the university and be disbursed with the consultation and approval of the applicant's supervisor.

Important Notice

- Participants are not allowed to work while their stay in Japan.
- To invite family to Japan (spouse and children only), participants should be responsible for all expenses and necessary procedure. JICA does NOT provide any support or additional financial assistance except issuing necessary documents for the process.
JICA strongly recommend participants to invite their family at least after 6 months upon arrival in Japan.
- Participants are recommended to bring their own laptops. Participants are required to work on their laptops during their stay in Japan. Most of accommodations have internet access. Expenses for purchasing and fixing laptops will NOT be borne by JICA. Participants who do not have their own laptops are recommended to purchase one with their moving allowances.
- Visa will be arranged and issued in participants' respective countries. When visa application in the home country is not feasible, prior coordination by the headquarters with the Ministry of Foreign Affairs in Japan enables visa issuance in a third country.



Conditions for Participation

The applicants/participants of Knowledge Co-Creation Program (KCCP) are required:

- (1) to understand that participants must physically come to Japan to participate in this program at the date designated by JICA,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
- (3) not to change course subjects or extend the course period,
- (4) to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months,
- (5) to return to their home country on the designated flight by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is not successful on the regular course examination, (Please note that participants prepare by yourself all the documents necessary for the regular course examination.)
- (6) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (7) to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so.
- (8) to observe the rules and regulations of the program implementing partners to provide the program or establishments, ("Plagiarism" especially is taken severely by enrolling university, regardless of whether it is direct plagiarism or self-plagiarism and participants may be subjected to disciplinary action such as suspension),
- (9) not to engage in political activities, or any form of employment for profit,
- (10) to agree to be discontinued of the program, should the participant (a)violate Japanese laws, JICA's regulations, or University's regulations, (b)commit illegal or any type of immoral conduct including sexual harassment, (c)become critically ill or seriously injured after arrival in Japan.
- (11) to be responsible for paying any cost for treatment of the said health conditions except for the medical care expenses described in the table of "11. Expenses To be borne by JICA"
- (12) to return the total amount or a part of the expenditure for KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (13) not to drive a car or motorbike in Japan, regardless of an international driving license possessed,
- (14) to observe the rules and regulations at the place of the participants' accommodation,
- (15) to refund allowances or other benefits paid by JICA in the case of a change in schedule,
- (16) to accept that the Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan,
- (17) to submit a Health Certificate with Medical History in JICA format to JICA office of your country at the applicants' expense, no later than April 30 2026. The date of Health Certificate should be on or after April 1 2026. JICA will NOT reimburse the cost to the applicants
- (18) to accept to submit a second Health Certificate in JICA format if deemed necessary by JICA. The cost of acquiring the Health Certificate will be borne by JICA unless it is required due to the candidates' fault.
- (19) to promptly resubmit your medical history, If there are changes in your health condition, such as pregnancy or a pre-existing disease,
- (20) to be in good health to participate in the program. In order to reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest when consulting the doctor for your Health Certificate,
- (21) not to be receiving nor plan to receive another scholarships from Japanese government, such as Japan Student Service Organization (JASSO), Japan Society for the Promotion of Science (JSPS), Japan Science and Technology Agency (JST), The Japan Foundation (JF) during the program
- (22) to understand not to make other applications for different JICA training courses at the same time,
- (23) to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle.
- (24) to accept to take tuberculosis related inspections organized by JICA after arriving in Japan and to submit the results to JICA and university.
- (25) to approve the following conditions on summary of my thesis;
 - ① Summary of the thesis shall be kept at JICA.
 - ② Summary of the thesis can be read by anyone who made a request to JICA .
 - ③ Summary of the thesis can be used for publication by JICA or JICA website.
 - ④ Taking Photocopy of the thesis shall be allowed by anyone with JICA's permission.
- (26) to acknowledge that a leave of absence from school is not permitted in principle
- (27) to understand that the maximum duration of research student is 6 months, and duration of acceptance as a regular student is based on the course years determined by the university,
- (28) To indicate all educational background, including currently enrolled university, if any.
- (29) To understand that the use of Generative AI such as Chat GPT to create Application Forms including Research Plans, and your research papers may not be acceptable and may result in rejection of your application or termination of training if discovered, according to each University policy .

Application Guidelines

Candidate applicants must apply through the procedures as described below, which are necessary requirements by both applicant's Government and the Government of Japan for the Official Development Assistance.

(1) Procedures and Required Documents for Application:

Each applicant is required to submit the "Application Documents" listed in (2) below to JICA overseas office in charge of the applicants' country. ※ submitted documents will not be returned.

(2) Application Documents

1) Personal Information

- Educational Background
- Present Organization and Nomination
- Work Experience
- Declaration (Terms and Conditions needed to be agreed by candidate applicants)
- Research Plan (Annex 2)
- Career Plan (Annex 2)

2) Graduation certificate.

- * Officially certified copies of the original
- * Written in English or accompanied with translation

3) Academic transcript

- * Must contain all the grades earned at the university attended by the applicant
- * Officially certified copies of the original transcript
- * Written in English or accompanied with translation in English

4) Photocopy of certificate of English Test

5) A copy of Passport or ID with photo (for checking nationality, name, sex, and date of birth).

6) 2 ID photos (4cm × 3cm) pasted on application form (Original and copy)

7) Health certificate (must be submitted with Medical History in JICA format to JICA office of your country at the applicants' expense, no later than April 30 2026. The date of Health Certificate should be on or after April 1 2026.

※ Without the certificate, admission may become rejected. If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the Medical History(1-(c)) in order for JICA to prepare better logistics or alternatives.

(3) Procedures in General

Based on the above documents, candidate applicants are nominated and approved by their country's government, and later approved by JICA. After this procedure, screening will be conducted at the universities chosen by the applicant.

Please kindly note that universities may reject the applicant's application when the required documents, or the submitted research plan is not accepted by the universities.

Candidate applicants must follow each university's application procedure after the screening. If the applicants withdraw their applications after their official applications to the universities, applicants must inform their withdrawal to the university by letter.

※ The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

(4) Points to be Noted regarding Procedures

Fees for English proficiency test or other necessary fees for preparation of application documents can be reimbursed only within the same Japanese fiscal year (from 1st April to 31st March of the next year) when the general entrance examinations are taken. Details of the reimbursement vary by each area and should be consulted with the nearest JICA overseas office of each candidate.

JICA shall determine whether the candidate is eligible to participate in training in Japan. JICA shall make a decision on acceptance or rejection based on several factors such as entrance examination results, planned number of participants, medical examination results and others. Reason for the decision will not be disclosed.

What is JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, which stated, "In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together." JICA believes that this 'Knowledge Co-Creation Program' will serve as a foundation of mutual learning process.

What is JICA Development Studies Program (JICA-DSP)

Japan is the very first country and still is one of the very few countries that has modernized from a non-Western background to establish a free, democratic, prosperous, and peace-loving nation based on the rule of law, without losing much of its tradition and identity. With such belief, JICA invites future leaders from partner countries to Japan under KCCP, and offers them opportunity to learn about Japan's unique modernization and development experiences. This special program is called, JICA Development Studies Program (JICA-DSP).

JICA-DSP is provided to all participants of KCCP during their stay in Japan. JICA will offer participants various opportunities through which they can learn about Japan's modernization and development experiences.

<https://www.jica.go.jp/english/activities/schemes/dsp-chair/index.html>

What is JICA Global Agenda (JGA)

JICA has set 20 cooperation strategies for global issues, "JICA Global Agenda" from the four perspectives; of Prosperity, People, Peace, and Planet, based on its mission of realizing "Human Security" and "Quality Growth". Based by this "JICA Global Agenda," JICA will collaborate with governments and individuals in partner countries, as well as engage with various partners in Japan and abroad, to address global issues and to realize a free, peaceful, and prosperous world where people can believe in a bright future and pursue diverse possibilities.

One of these strategies, No. 18: Environmental Management, focuses on "Preventing Environmental Pollution to Create Clean Cities for Healthy Lives."

https://www.jica.go.jp/english/TICAD/overview/publications/leviid00000003sp-att/global_agenda_20_18.pdf

https://www.jica.go.jp/english/our_work/thematic_issues/management/index.html

For Your Reference

Leaflet: JICA's Actions Toward Achieving SDGs
[click here!](#)

SUSTAINABLE DEVELOPMENT GOALS

JICA's Position Paper on SDGs: Goal 11
[click here!](#)



JICA's Position Paper on SDGs: Goal 12
[click here!](#)



Travel Japan
[click here!](#)



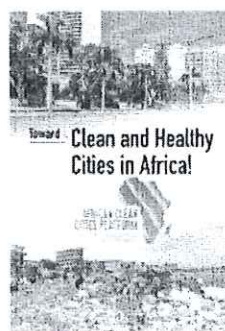
Nara Park



website: African Clean Cities Platform
[click here!](#)



reports & reference materials: Waste in Africa
[click here!](#)



AFRICA'S INFRASTRUCTURE
DATA BOOK 2019



About JICA

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that capacity development is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs. Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for boosting their own capacity or that of the organization and society to which they belong. About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.



Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the "adopt and adapt" concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved on using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this "adoption and adaptation" process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan's developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of "tacit knowledge," a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

For enquiries and further information,
please contact the JICA office in your country.



JFY2026

**(JICA Knowledge Co-Creation Program)(KCCP) for Long-Term Participants
(JICA Development Studies Program)**

OFFICIAL APPLICATION FORM

To be Confirmed and signed by the head of the relevant department / division of the applying organization

1. Course Title:(Please write down as shown in the General Information)

Creating Leaders for Clean Cities

2. Course Number (the number as "XXXXXXXXJXXX" shown in the GI)※1 ← This section is to be filled in by JICA

									J			
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3. Country Name

--

4. Name of Applying Organization:

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5. Name of Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date			Signature		
Name					
Designation / Position					Official Stamp
Department / Division					
Office Address and Contact Information	Address				
	Telephone		FAX		E-mail

Confirmation by the organization in charge (if there is no Letter from the government nominating the applicant) ※2

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date		Signature	
Name			
Department / Division			
Position			

※1. 研修員決定決裁後にKCCPシステムでの研修コース登録を行う場合は記載不要。

※2. Signature及びOfficial Stampは必須、どちらか一つでも取り付けられない場合は代替書類

(Note)

Verbalあるいは援助窓口機関等関係省庁からのレターは必須であり、いずれも無い場合、研修員の受入、来日手続きが不可となすため留意が必要です。
ただし、ABEイニシアティブなど、民間人材を対象にしている一部のプログラムにおいてはこの限りではない。

Part A: Information on the Applying Organization**1. Profile of Organization****1) Name of Organization****2) The mission of the Organization and the Department / Division:****2. Purpose of Application****1) Current Issues: Describe the reasons for your organization claiming the need to participate in Knowledge Co-Creation Program (KCCP), with reference to issues or problems to be addressed.****2) Objective: Describe what your organization intends to achieve by participating in KCCP.****3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.****4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the KCCP, 4) Plan of organization and 5) Others.**

**JFY2025**

**(JICA Knowledge Co-Creation Program)(KCCP) for Long-Term Participants
(JICA Development Studies Program)**

Part B: Information about the Nominee

Instructions

1. Fill-in all YELLOW areas (or cells) of this form by computer. (DO NOT handwrite.).
2. Fill in the form in English.
3. All YELLOW areas MUST be filled-in (Do not leave these areas blank. Please write "N/A" if not applicable).
4. Write dates in the order of day, month, year (ex:31st day of January, 2025 is "31/Jan/2025").
5. Write proper nouns in full without abbreviation.
6. Check your application form using the check lists at the bottom of this application form.
7. Print out all pages after entering required information in all questions.
8. Obtain Signature(s) of the applicant's present organization (if necessary, digital stamp/signature is acceptable.).

1. Personal Information**1-1. Course Title**

Color Photo
(4cm×3cm)

1-2. Number (Not need to fill in. JICA will inform after selection Procedures)

Paste your photo
taken within
6 months.

1-3. Information about the applicant

Family Name			
First Name			
Other Name (If any)			
Gender for Visa application	Rather not say	Date of Birth (Day/Month/Year)	/ /
Nationality	El Salvador	Age (As of 1/Apr/2026)	
Resident Country			
City/Town	TEL (Primary)	Country Code	
State/Province	TEL (Secondary)	Country Code	
Email	Passport possession		

1-4. Contact Person in Emergency (2 Persons)

1	Name				Relationship	
	Province & Country	TEL	Country Code		Email	
2	Name				Relationship	
	Province & Country	TEL	Country Code		Email	

2. Educational Background

Instructions

1. Please list primary education through higher education, excluding kindergarten education and nursery education (Preparatory education for university admission is included in upper secondary education).
2. If you attended multiple schools at the same level of education due to moving house or readmission to university, modify level column and write the schools in the separate rows.
3. Any school years or levels skipped or repeated should be indicated in the Remarks column.
4. End date for Higher Education should match with the date on the graduate certificate which you submit.
5. Academic Degree must be filled for Higher Education level. (If not obtained any degree, write "N/A")

※Please add additional fields if necessary.

Level	Name of Educational Institution	Province, Country	From (Month) / (Year) To (Month) / (Year)	Type of Academic Degree Obtained	Major
(Ex.)	Name of Faculty / Department / School				
Primary Education			From / To /		
Lower Secondary Education			From / To /		
Upper Secondary Education			From / To /		
Higher Education (Bachelor level)			From / To /		
Other Higher Education (except training)			From / To /		
			From / To /		
			From / To /		
			From / To /		

If the period you have entered in 2. Educational Background above does not match a regular academic period, please indicate your reason in "Remarks" below.

Remarks	
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1) Language Proficiency

Indicate your English abilities with reference to the following.

English Proficiency	Listening	
	Speaking	
	Reading	
	Writing	
	Certificate (Please specify Name of Certificate) ex.: TOEFL, IELTS	To be taken
If Others, specify		
Score points obtained		
Test Dates		Day Month Year
Your Mother Tongue		

Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

2) Have you ever been awarded a scholarship for studying abroad?

Yes	Name of scholarship				
	Duration	From	/	To	/

3) Are you currently applying for any scholarship(s), other than Program?

Yes	Name of scholarship	
-----	---------------------	--

4) Have you ever participated in any training course in your country or abroad including any offered by JICA?

Yes	Name of the course				
	Country you visited		Name of the institution or the agency		
	Duration	From	/	To	/
Yes	Name of the course				
	Country you visited		Name of the institution or the agency		
	Duration	From	/	To	/
Yes	Name of the course				
	Country you visited		Name of the institution or the agency		
	Duration	From	/	To	/

3. Present Organization and Nomination

3-1. Present Organization and Position

Categories of Organization	Others	Types of organization	
Name of Organization			
Department / Division			
Position			
Date of employment	/ /	Date of assignment to the present position	/ /
Province & Country		TEL	Country Code
			Email

Categories of Organization	Types of Organization	Description
A. Ministry / Government Institution	National Government	Ministry or Federal Institution
	Local Government	Governmental Institution run by state/province or city/town
	Public Enterprise	Government-owned corporation or facilities
B. Higher Education and TVET	University	Either public or Private University
C. Private Sector	Private	Private company including Private school
D. Others	NGO/Private(non-profit)	NGO or non-profit organization
	Self-employed	Freelancer (if you own a company, chose "Private")
	Fresh Graduate	Just graduated or will Graduate soon from University and not working
	Unemployed	not working
	Others	Any status not applying to all above

3-2. 【Questionnaire on Relationship with the Military】 (FOR ALL THE APPLICANTS)

Please mark Yes or No about your status.

	Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register)
	Personnel of the Ministry of Defense, or organizations under the Ministry of Defense
	Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency
	Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations
	Personnel of civilian organizations which have divisions to conduct military-related activities

3-3. Confirmation of the nomination by the applicant's present organization

I agree to nominate this person as qualified nominees to participate in the programs on behalf of our organization.

Date			Signature	
Name				
Department / Division				
Position				
TEL	Country Code			
Email				

* This confirmation is necessary if the applicant's present organization is the ministry / government institution or any higher education and TVET institution

4. Work Experience

Provide the information of your work experience following the most recent one after graduation from higher education.

The first row (most recent one) will be filled automatically if 3-1Present Organization and Position is correctly filled.

* In "To", please write the month and year as of you apply for this program.

Ex., If you applied for this program in the end of October in 2025, Please choose October as month and 2025 as year.

[illegible]

****For the Types of Organization, please choose from the followings:**

- A. Ministry / Government Institution
B. Higher Education and TVET (Technical and Vocational Education and Training) Institutions
C. Private Sector
D. Others (non-profit organization etc.)

*For the details of description of each type of organization, please refer to "Categories of Organization" in 3. Present Organization and Nomination)

4. Expectation on the applied KCCP

1) Personal Goal: Describe what you intend to achieve in the applied KCCP in relation to the organizational purpose described in Part

4.2

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2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied KCCP. (required)

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3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied KCCP. (required)

5. Declaration

I declare to apply for with a full understanding of the General Information, especially the articles stipulated below:

(1) APPLICATION

1. All information answered and provided in this application form by me, is true and accurate to the best of my knowledge and ability.
My application will be cancelled if any information is proven to be false.
2. All information provided by me in this application form had been approved by my supervisor in my organization
(Required only for Governmental Officials (including public organizations) and/or Educators.)
3. An application form which is incomplete or missing any necessary document(s) will be deemed ineligible and not considered.
4. The selection procedure and results rest entirely with JICA as the secretariat of Creating Leaders for Clean Cities Course. No inquiries or objections by applicants regarding the result of the selection process will be considered.

(2) OBJECTIVE OF THE PROGRAM

- (2-1) When I am accepted for the Program, I agree
- 2-1-1. that the objective of the program which is written in G.I. Therefore, I will participate in additional programs as being instructed in G.I if necessary
 - 2-1-2. that I am required to contribute to the development of my nation's long-term good relationship with Japan after completing the course in Japan.
 - 2-1-3. that the objective of the program is not provision of employment in Japan upon completion of the program.

(3) JICA's GUIDELINES

[General Rules]

The applicants/participants are requested:

- (1) to understand that participants must physically come to Japan to participate in this program at the date designated by JICA.
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own.
- (3) not to change course subjects or extend the course period.
- (4) to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months.
- (5) to return to their home country on the designated flight by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is not successful on the regular course examination. (Please note that participants prepare by yourself all the documents necessary for the regular course examination.)
- (6) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course.
- (7) to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so.
- (8) to observe the rules and regulations of the program implementing partners to provide the program or establishments. ("Plagiarism" especially is taken severely by enrolling university, regardless of whether it is direct plagiarism or self-plagiarism and participants may be subjected to disciplinary action such as suspension).
- (9) not to engage in political activities, or any form of employment for profit.
- (10) to agree to be discontinued of the program, should the participant (a) violate Japanese laws, JICA's regulations, or University's regulations, (b) commit illegal or any type of immoral conduct including sexual harassment, (c) become critically ill or seriously injured after arrival in Japan.
- (11) to be responsible for paying any cost for treatment of the said health conditions except for the medical care expenses described in the table of "Expenses To be borne by JICA" in General Information.
- (12) to return the total amount or a part of the expenditure for Knowledge Co-Creation Program for Long Term Participants depending on the severity of such violation, should the participants violate the laws and ordinances.
- (13) not to drive a car or motorbike in Japan, regardless of an international driving license possessed.
- (14) to observe the rules and regulations at the place of the participants' accommodation.
- (15) to refund allowances or other benefits paid by JICA in the case of a change in schedule.
- (16) to accept that the Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.
- (17) to submit a Health Certificate with Medical History in JICA format to JICA office of your country at the applicants' expense, no later than April 30 2026. The date of Health Certificate should be on or after April 1 2026. JICA will NOT reimburse the cost to the applicants.
- (18) to accept to submit a second Health Certificate in JICA format if deemed necessary by JICA. The cost of acquiring the Health Certificate will be borne by JICA unless it is required due to the candidates' fault.
- (19) to promptly resubmit your medical history, if there are changes in your health condition, such as pregnancy or a pre-existing disease.
- (20) to be in good health to participate in the program. In order to reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest when consulting the doctor for your Health Certificate.
- (21) not to be receiving nor plan to receive another scholarships from Japanese government, such as Japan Student Service Organization (JASSO), Japan Society for the Promotion of Science (JSPS), Japan Science and Technology Agency (JST), The Japan Foundation (JF) during the program.
- (22) to understand not to make other applications for different JICA training courses at the same time
- (23) to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle.
- (24) to accept to take tuberculosis related inspections organized by JICA after arriving in Japan and to submit the results to JICA and university.
- (25) to approve the following conditions on summary of my thesis:
 - ① Summary of the thesis shall be kept at JICA.
 - ② Summary of the thesis can be read by anyone who made a request to JICA.
 - ③ Summary of the thesis can be used for publication by JICA or JICA website
 - ④ Taking Photocopy of the thesis shall be allowed by anyone with JICA's permission.
- (26) to acknowledge that a leave of absence from school is not permitted in principle.
- (27) to understand that the maximum duration of research student is 6 months for both master's and doctor's courses, and duration of acceptance as a regular student is based on the course years determined by the university.
- (28) to indicate this as your educational background, if you are enrolled in a university, whether in your home country or in another country.
- (29) to understand that the use of Generative AI such as Chat GPT to create Application Forms including Research Plans, and your research papers and your Application may not be acceptable and may result in rejection of your application or termination of training if discovered, according to each University policy.

[Privacy Policy]

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

(1) Scope of Use

Personal information specified in this form and other personal information such as, participants' programs, activities, and networking record, will be stored, used, or analyzed by JICA only within the scope of conducting, supervising(selection, coordination, travel and life support of the participants in Japan, implementation of various programs) and following up with participants during and after the program period, in accordance with rules and regulations of JICA.

After the completion of the program period, JICA (including its country offices) may contact participants to carry out follow-up activities including but not limited to, career path survey, interviews, and dissemination of information on programs and activities organized by JICA. The personal information contains also medical history information and health certificate.

JICA will provide the personal information to the universities that the applicants wish to enroll.

Once the candidate is accepted by a university, JICA will make a contract for the implementation of the program with that university.

JICA will not use the acquired personal information for purposes other than the above.

JICA will take safety management measures for the acquired personal information and manage it appropriately in accordance with the privacy policy and internal rules.

(2) Provision of acquired personal information to a third party

JICA shall never provide personal information to third parties except as required by law. However, in the following cases, we will provide personal information and will take the following measures.

(a) In the case of contracted universities for the implementation of the program

The use of the personal information is limited to the scope of the commissioned tasks (implementation of the program) and JICA will request the commissioned party to take safety management measures and manage it appropriately, and will confirm the implementation status.

(b) In the case of uncontracted universities for the purpose of admission screening

The use of the personal information is limited to the admission screening of the applicants by universities (career, academic background, research plan, medical history information and medical certificate), and JICA will notify the applicants of the name of the universities to which the information is provided and the privacy policy of the universities at the time of its provision.

【Security Notice】

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

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

■ JICA will properly and safely manage personal information collected through Application Forms in accordance with JICA's Privacy Policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

■ Unless otherwise obtained approval from the Applicant him/herself or there are valid reasons such as disclosure under the laws and ordinances, etc. and except for the reasons 1-3 below, JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in 1-3 below and will not use the information for any purposes other than those described in 1-3 below without prior approval of the Applicant him/herself.

1. To provide the KCCP to Participants.
2. To provide the KCCP to Participants under the Citizens' Cooperation Activities.
3. In addition to 1 and 2 above, if the government of Japan or JICA determines it necessary in technical cooperation.

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

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

【Copyright Policy】

The participants are requested to comply with the following:

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scope approved by each copyright holder.

If the participants apply to online KCCP, the participants shall also comply with terms of use of copyrighted works for the online KCCP that are shown on the JICA website.

(https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

2. All the documents for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use a third party's work (reproduction, photograph, illustration, map, figures, etc.), which is protected under the laws and regulations in the participants' country of copyright-related multinational agreements, the participants shall obtain a license to use the work within the scope approved by the copyright holder.

3. The participants shall agree that JICA may use the documents prepared by the participants (including but not limited to reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, as reference for other KCCP courses and project formulation).

【Portrait Right Policy】

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- ・ Use on the website or in SNS administrated/operated by JICA.
- ・ Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form.

*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above. It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each Participant.

・I understand and fully agree to the following terms and conditions set forth above.

・I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.

・I understand the intention of JICA on "Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:

***Please check the box whether you are AGREE or DISAGREE.

☐ Agree / ☐ Disagree

I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Name of Applicant: _____

Signature: _____

DATE (Day / Month / Year): _____ / _____ / _____

Check List

Please check the following BEFORE printing

Page	Check Point	Applicant	JICA
All	Are all the Yellow columns (MANDATORY to answer) filled out?		
1	Is the full name written as shown on the Passport? (Check the spelling) (National ID is acceptable if the applicant does not own a Passport) Is the date of birth same as on the Passport or ID? Is the applicant's age between 22 to 39? (if not, check qualified age at JICA overseas office in charge of your country)		
2	Is the name of supervisors chosen from the professor list in the University Information List? If the name of supervisor is required to enter for all courses of PhD, and some Master's courses, is the section of "supervisor of choice" in Annex 1-1 (for Courses with Pre-application matching), and Annex 1-2 (for Courses without Pre-application matching) filled out?		
3	Do schooling years correspond to the years indicated in the provided University Diploma and Academic Transcript? Is the name of the degree same as in the "University Diploma" and "Academic Transcript"? If the schooling years do not match with the regular academic period, is it explained in the Remarks column?		
4	Is the applicant applying for any scholarship other than Program?		
5	Is the applicant's name of organization, department, and position correctly spelled out? (No abbreviation is allowed) Has the applicant entered whether the applicant's present organization is related to the Military / the Ministry of Defense?		
6	Is the working history and period of the applicant correctly filled out? -Any employment before university completion is not considered as working history -Only full-time working with acquisition of diploma, such as night school, is approved as working experience.		
7	In 5. Declaration, has the applicant entered a check mark (✓) for either Agree or Disagree?		
Word File for Annex 2 Research Plan and Career Plan	Is the research plan written in format of "Title", "Introduction", "Objective" and "Conclusion", according to instructions of "Research Plan" of Annex 2? (Extreme lack of words may not be accepted.) Is the research plan written with the "Title", "Introduction", "Objective" and "Conclusion", respectively followed by Rules of Outline of Research Plan as instructed in Annex 2-1 Research Plan?		

Please check the following AFTER printing

Page	Check Point	Applicant	JICA
1	Is the applicant's photo attached on the Application form?		
5	Are the official stamp and signature of the current organization affixed in 3-3?		
8	In the Declaration Form, is the signed date within the application period?		
University Diploma	Is the notary seal* affixed to University Diploma? The copied document of original one is approved only with the original notary seal affixed. *The notary seal: To officially notarize the copied document, affixed by authorized public institutions or lawyers. Is the name and date of birth as shown on the Passport or ID? If not, please describe the reason in the letter. If not written in English, is the official English translation attached?		
Academic Transcript	Is the notary seal affixed to Academic Transcript for all the grades earned in the university? Is the name and date of birth as shown on the Passport or ID? If not, please describe the reason in the letter. If not written in English, is the official English translation attached?		
Copy of Passport(ID)	Is the copy of valid Passport (or National ID) attached? If not written in English, is the official English translation attached?		
ID Photo	Is the applicant's photo (4cm × 3cm) attached on Page 1 of Application Form?		
(Health Certificate & Medical History)	You must take Health check(Annex3) by the doctor in your country at the time of application for entrance examination or within 6 months before coming to Japan, whichever is later, and submitted with Medical History(Annex4) at a later date. The Annex3 should describe current status of the applicant's illness and state the Physician's consent to join the program.		

Please check the following BEFORE submission

Page	Check Point	Applicant	JICA
All	Are all documents and attachments included? •Application Form, •Annex1 (University Information), •Annex2 (Research Plan and Career Plan), •University Diploma (and Official English translation if the documents are issued other than English), •Academic Transcript (and Official English translation if the documents are issued other than English), •Copy of Passport/ID (and English translation if necessary), •Official English Proficiency Certificate as required by the desired university, •Master's Degree Thesis (if any)		

Name of Applicant: _____

1. University Information

(1) After examining university list provided by JICA, please fill in University, Supervisor, and the respective Field of studies that you expect to study in Japan. If you have more than two universities in your mind, you can select up to three universities

Name of University and Graduate School(1)	
Name of Course/Major	
Master/PhD	
Supervisor of choice*	
Field of Study	

Name of University and Graduate School(2)	
Name of Course/Major	
Master/PhD	
Supervisor of choice*	
Field of Study	

Name of University and Graduate School(3)	
Name of Course/Major	
Master/PhD	
Supervisor of choice*	
Field of Study	

*If you wish to apply for a PhD, please make sure to fill in "Supervisor of choice".

Master's degree applicants must also fill in the name of desired supervisor for some universities. Please refer to the appropriate section of the "university list".

[IMPORTANT]: JICA will provide your desired university with your personal information (educational background, career, health condition, health certificate, etc.) necessary for selection.

For the privacy policy of each university, check the description on the university website.

5 作成を原則とするが、研修コース特性に応じて作成しないことも可とする

6 受入大学に候補者情報を提供する研修コースにおいては記載必須

Research Plan and Career Plan⁸

Write a brief research plan on your proposed Master's or Ph.D. thesis more than 700 words (minimum 3 pages).

Below is an example of the structure of the research plan. Usage of this structure is not essential but strongly recommended.

(a) TITLE of your Master's or Ph.D. thesis

(b) INTRODUCTION (1 paragraph):

To state clearly what your research interests are. Necessary to include the followings:

- Background information regarding the selected topic and your involvement (e.g. what is the main reason that you chose the topic, your relevant working experience, etc.)
- The main objective of your study

(c) MAIN BODY (approximately 3 paragraphs):

To provide specific information to support your ideas. To explain what you are going to study and how the research is conducted. Necessary to include the followings:

- Brief explanation for your analysis of this topic.
- Brief explanation for your research methodology.

(d) CONCLUSION (1 paragraph):

To stress the most important point(s) of your research plan, and your future work. Necessary to include the followings:

- The skills which you wish to obtain in Japan.
- How you intend to utilize your research to solve the issue(s) mentioned in the first part of the plan after returning to your home country.

*For Ph.D. courses, please attach your master thesis in English and related papers (if any).

!! IMPORTANT !!

- ✓ It is recommended to make prior contact the faculty before submitting the applications in order to know whether or not the university can accept the research plan. You should write the research plan in light of the requirements and characteristics of the Master's or Ph.D. course.
- ✓ It must be demonstrated that your academic background and/or job experience are sufficient enough to engage in and complete the Master's or Ph.D. course in Japan. In this regard, it is essential for you to select a research theme which is associated with your current or future job.
- ✓ If you are currently employed, it is desirable for you to discuss with your organization to get supporting references, such as a policy.

Career Plan after Graduation⁸

In connection with the fields of study, please describe your idea /plan to utilize your knowledge, skills and experiences that you obtained in Japan after returning to your home country in 400-500 words.

Please be reminded of the aim of SDGs Global Leadership Program which expects the participants to be leaders who share values of Japan in order to help establish and maintain mid and long - term good relations between Japan and the participants' countries