No.12040/31/2018-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]
*****

Block-4, Old JNU Campus, New Delhi-67
Dated: 20.09.2018

CIRCULAR

Sub: One Year Masters Degree course in School of Local Governance under Young Leaders' Program (YLP) at the National Graduate Institute for Policy Studies (GRIPS), Japan from October 2019 to September 2020.

Applications/nominations are invited for special scholarships of one year Masters Degree Program in School of Local Governance (Public Policy in the Local Government) under Young Leaders' Program (YLP) to be held from October 2019 to September 2020 at the National Graduate Institute for Policy Studies (GRIPS) Tokyo, Japan.

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

4. Course Duration:

The course is for duration of one year from October 2019 to September 2020 resulting in the conferral of a Master's Degree in Public Administration/Public Policy by GRIPS.

5. Language Instruction:

All classes are conducted in English medium.

6. **Qualifications:**

a) In principle the applicant should be under 40 years of age as on 1st October, 2019 (i.e. born on or after 2nd October, 1979);
b) Must hold a Bachelor's degree or equivalent from a recognized/accredited university /college and have achieved shown excellent academic performance;
c) Have at least 3 years of work experience in public administration (preferably 5 years or more);
d) Be proficient in English Language;

e) Applicants must be in good health;

f) Selected candidates will have to obtain a 'Student' visa prior to their arrival in Japan;

g) Must not be serving in military service or civilians employed by military forces.

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

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

9. The complete set of applications **(in five copies – one original and four photocopies)** should reach this Department through Administrative Ministry/Department/State Government not later than **15th October, 2018**. Nominations received after the prescribed date will not be considered. The details of the Program and the application form may be drawn from this Department's website (http://persmin.gov.in/otraining/index.aspx).

(Rajendra Prasad Tewari)
Under Secretary to the Government of India
Tele.No.011-26165682

Copy to:

1. Secretaries of all Ministries/Department of Government of India and Chief Secretaries/Administrators of State Governments/Union Territories (through the website of this Department).
2. All Cadre Controlling Authorities (CCA) of Group 'A' Service (through website).
3. Ministry of External Affairs, Attache (JKM), East Asia Division, South Block, New Delhi.
4. The Embassy of Japan in India, (Mr. Surajit Sinha), Japan Information Centre, 50 - G, Shanti Path, Chanakyapuri, New Delhi – 110021.
5. NIC with request to post the circular along with the Program brochure and application forms etc on this Department's website.

APPLICATION GUIDELINES
JAPANESE GOVERNMENT (MEXT) SCHOLARSHIP FOR 2019
YOUNG LEADERS' PROGRAM (YLP) STUDENT (SCHOOL OF LOCAL GOVERNANCE)

I OUTLINE

1. Objectives

   The Young Leaders' Program (YLP) aims to contribute to cultivate future national leaders in Asian and other countries, moreover, to contribute to establish friendly relationship among various countries and to improve policy planning activities by forming a network among national leaders through deepening their understanding of Japan. The YLP is one of the Japanese Government (MEXT*) Scholarship Programs.
   *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, Rep. of Korea, Indonesia, Malaysia, Philippines, Thailand, Viet Nam, Laos, Myanmar, Cambodia, Mongolia, Kazakhstan, Uzbekistan, India, Pakistan, Turkey, Hungary, Czech Republic, 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 appendix "Curriculum Guidelines".)

   (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 2019

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 2019 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). An applicant who has Japanese nationality at the time of application is not eligible.
   (2) Age: Applicants must be, in principle, under 40 years of age as of October 1, 2019 (i.e. born on or after October 2, 1979).
   (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 Ability: A minimum TOEFL iBT score of 79, IELTS Academic score of 6.0 or equivalent.
   (6) Health: Applicants must be judged that you are medically adequate to pursue study in Japan by an examining physician on a prescribed certificate of health.
   (7) Arrival in Japan: In principle, applicants must be able to arrive in Japan during the period specified by GRIPS, within two weeks before and after the first day of the course conducted by the accepting university. If the applicant cannot arrive in Japan during the specified period for personal reasons, travel expenses to Japan will not be paid.
   (8) Visa Requirement: In principle, a selected applicant must obtain a "Student" (留学) visa at the Japanese diplomatic mission located in the applicant's country of nationality, and enter Japan with the residence status of "Student." Applicants who change their residence status to any states other than "Student" (留学) after their arrival in Japan will immediately lose their status as a MEXT Scholarship student.
   (9) Non-Eligibility: 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 Those who are military personnel or military civilian employees at the time of their arrival in Japan or during the period of the payment of the scholarship;
      ② Those who cannot arrive in Japan by the last date of the period designated by GRIPS;
      ③ Those who are already enrolled in a Japanese university or other institution with a residence status of "Student" (留学) or who are going to be enrolled, or plan to enroll, in a Japanese university or other institution as a privately-financed international student from the time of application to the MEXT scholarship program in the applicant's country until the commencement of the period for payment of the MEXT scholarship. However, this stipulation does not apply to privately-financed international students who, even though they are enrolled, or are planning to enroll, in a Japanese university, verifiably complete their studies before the start of the scholarship payment period, return to their home country at the time of the scholarship application, and newly acquire the "Student" residence status and come to Japan;
      ④ Those who are planning to receive scholarship money from an organization other than MEXT (including a government organization of the applicant's country) on top of the scholarship money provided by MEXT after the start of the scholarship payment period;
      ⑤ Holders of dual nationality at the time of application who cannot verify that they will give up Japanese nationality by the time of the arrival in Japan;
      ⑥ Those wishing to engage in fieldwork or an internship in a country other than Japan after submission of Application; or
      ⑦ Those who will lose their status as public administrators or government officials following the time of application or before completion of the program.

3. Period of Scholarship
   One year, from October 2019 to September 2020

4. Scholarship Benefits
   (1) Allowance: 242,000 yen per month. Due to the situation of the Japanese Government's budget, the amount of payment may be subject to change 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.
   (2) Traveling Costs:
      ① Transportation to Japan: In principle, MEXT stipulates the travel schedule and route, and provides an economy-class airline ticket from the international airport nearest to his/her home address (in principle, the country of nationality) to Narita or Haneda International Airport. The grantee shall bear at his/her own expense all costs related to domestic travel from his/her home address to the nearest international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within Japan (including airline transit costs), travel insurance expenses, carry-on luggage or unaccompanied baggage expenses, etc. The present address in the country of the grantee's nationality stated in the application form is in principle regarded as the recipient's "home address". If, however, the address stated in the application form will be changed at the time of leaving from his/her country, the changed address will be regarded as the "home address".
      ② Transportation from Japan: Based on the application by the grantee, MEXT will provide an airline ticket to grantees who shall graduate the accepting university and return to the home country by the end of the final month of the period of scholarship (See "3. Period of Scholarship") designated by MEXT. MEXT, in principle, shall provide an economy-class airline ticket from Narita or Haneda International Airport to the international airport (in principle, in the country of nationality) nearest to the returning grantee's residence. The grantee shall bear at his/her own expense all costs related to travel from the grantee's residence in Japan to Narita or Haneda international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within the country of nationality (including airline transit costs), travel insurance expenses, carry-on luggage or unaccompanied baggage expenses, etc.
   (3) Education Fees: Fees for entrance examination, matriculation and tuition will be paid by MEXT.
   (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. Suspension of Payment of Scholarship
   Payment of the scholarship will be topped for the reasons given below. Should any of the following reasons apply, the grantees may be ordered to return a part of, or all of, the scholarship paid up to that time. Payment of the scholarship may also be stopped during the period up to the decision on the disposition of the matter.
      ① A grantee is determined to have made a false statement on his/her application;
      ② A grantee violates any article of his/her pledge made to the Minister of Education, Culture, Sports, Science and Technology;
      ③ A grantee violates any Japanese laws and is sentenced and imprisoned for an indefinite period or for a period of exceeding 1 year;
      ④ A grantee is suspended from his/her university or receives other punishment, or is removed from enrollment; as a disciplinary action in accordance with school regulations of the accepting institution;
      ⑤ It has been determined that it will be impossible for a grantee to complete the course within the standard time period because of poor academic grades or suspension or absence from the university;
      ⑥ A grantee came to Japan without newly acquiring the "Student" (留学) residence status, or changed his/her residence status to one other than "Student";
      ⑦ A grantee has received another scholarship (excluding those specified for research expenses);
      ⑧ If a grantee's government and/or other state institutions request such cancellation.

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

7. Education at GRIPS

All lectures and practical training are conducted in English.

8. The Application Process

Selection for admission is based on the evaluation of supporting documents submitted. Before starting your application, please carefully review the following application process.

You will NOT be registered as an applicant until we have received all of your supporting documents.

If you have applied to GRIPS in previous years and wish to reapply this year, any supporting documents you submitted previously cannot be used for this year's application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

Applicants must submit the following documents to their recommending authorities by the designated deadline. It is your responsibility to prepare all supporting documents far enough in advance so as to meet the designated deadline. Incomplete applications and applications received after the deadline will not be considered.

All materials submitted by an applicant become the property of GRIPS and will not be returned. Please make sure to keep one copy of your application for your records.

9. Supporting Documents

All documents must be in English. Documents in languages other than English must be accompanied by an official translation. To be official, the translation must have been done by the organization issuing the document or by an accredited translator. We will not accept your own translations.

Supporting documents, which can be prepared solely by the applicant, should be typed or printed wherever possible (A4 size paper and single-sided printing are preferable). If circumstances require, documents legibly handwritten with a pen or a ballpoint pen are acceptable.

If for some reason (e.g. marriage) your current name is different from that on the document(s) you submit, please submit official documentation of that reason (e.g. marriage certificate).

Faxed documents or digital copies sent by e-mail will not be accepted.

Do not attach any additional documents apart from the items listed below.

Number the documents from ① to ⑩ (the items numbered in the list below) in the upper right corner of each document.

① Application for Japanese Government (MEXT) Scholarship (1 original and 3 photocopies, use the designated form)

Please paste a clear photograph of your face (6 x 4 cm), taken within the past 6 months, onto each of the 4 application forms.

② Recommendation letter from the recommending authority (1 original and 3 photocopies)

③ 2 letters of recommendation (1 original and 3 photocopies for each letter, use the designated form)

Your letters of recommendation must be written by your immediate superior at work or supervising professor of the university you attended. At least one and preferably two should be written by your immediate superiors at work.

You are required to request each of your recommenders to write a letter of recommendation using the designated form and submit them along with the rest of your supporting documents, all in one package. Each of your letters must contain four A4 pages provided. Letters submitted that do not use our designated forms will not be accepted. They must be submitted in sealed, unopened envelopes signed across the flap by the recommender. For details, please see the explanation on the designated form.

④・⑤ Official transcripts of academic record and graduation/degree certificates (1 original and 3 photocopies for each document)

You must submit official transcripts and graduation/degree certificates from all undergraduate and graduate

institutions attended. These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities. You should request and receive your official transcripts and graduation/degree certificates from your university.

④ Official transcripts of academic record

Official transcripts should contain the following information: the name of the degree program/course, the enrollment period, the names of all courses taken and grades received, and the grading scale. It is helpful to have the student's rank in the class included in the information. If you are currently attending a university, please submit your most recent transcript.

⑤ Official graduation/degree certificates

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

Important notes

- Transcripts/certificates that have been opened are not acceptable.
- Transcripts/certificates without the institution's official stamp or the signature of the registrar are not acceptable.
- If a university has a policy not to issue more than one official transcript/certificate, you may submit photocopies verified by the university. These must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.
- If a university cannot issue an official English transcript/certificate, you are required to submit both an official transcript/certificate (photocopies are not acceptable), written in its original language and bearing the institution's stamp or the signature of the registrar, and an official English translation of the document, prepared by an accredited translator.
- If official transcripts do not include the grading scale, you are required to request the university to issue an official letter providing the details of the grading scale. That letter should be enclosed in the same envelope as the transcripts.
- Provisional or temporary graduation/degree certificates are not acceptable.
- If you attended a partnership/affiliated/associated institution, please submit an official document certifying the relationship between the degree awarding institution and institution where the education was actually conducted; the document must be issued by the degree awarding institution.

⑥ Official evidence of English ability (1 original and 3 photocopies)

One of the following test scores is required:

1. TOEFL iBT: 79 or higher
2. IELTS Academic: 6.0 or higher
3. Other equivalent test score

Please note that English test scores are valid for two years from the test date, and therefore, tests must have been taken within two years of the time of enrollment. If you submit the results of a different test of English proficiency, please submit a conversion of the score to TOEFL or IELTS.

How to apply for a waiver of the English language proficiency requirement
(Please note that there are two categories in our English test exemption policy.)

Category 1: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an accredited institution located in the USA, the UK, Canada, Australia, New Zealand, or Ireland will be automatically exempted from submitting an English test score.

Category 2: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an institution where the language of instruction is English may request a waiver of the English language proficiency requirement. If you wish to apply for such a waiver, you must submit, as evidence, official documents issued by the educational institution you attended, certifying that your undergraduate or graduate education was conducted entirely in English. This document

must be issued by the university and bear the seal or signature of the registrar, and it must be submitted in a sealed, unopened envelope with the university logo and address noted; the envelope must be signed or stamped across the flap by the issuing school authority.

Please note that the granting of your language waiver request is at the discretion of our screening committee and that your request for a language waiver will be considered at the time of screening. This means that there is a possibility that your waiver request will be denied. If possible, we strongly recommend you to take a TOEFL or IELTS test prior to your application.

⑦ Copy of your passport (4 photocopies)
You must submit a copy of the page(s) with your name, nationality, date of birth and photo. If you do not possess a passport, please submit a copy of your family register or certificate of citizenship.

⑧ Essay explaining applicant's aspirations and future plans following program completion (1 original and 3 photocopies)
You must submit 3-page essay describing your reason/motivation for applying; future plans and expectations from the program as well as future career goals.

⑨ Answer to the essay questions (1 original and 3 photocopies)

⑩ Certificate of health (1 original and 3 photocopies, use the designated form)
A certificate of health must 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.

10. Notes

(1) Each grantee is advised to learn some basic Japanese language and to acquire basic information on Japanese climate, geography, customs, university education, and social conditions in Japan, as well as about the differences between the Japanese legal system and that of his/her home country before departing for Japan.
(2) As the first installment of the scholarship payment will be made from one month to one and a half months after the grantee's arrival in Japan, the grantee is recommended to bring at least approximately US$2,000 with him/her to Japan to cover immediate living expenses and other necessary expenses.
(3) The scholarship payments will be transferred to the bank account opened by each grantee after the arrival in Japan. The bank account has to be opened at a Japanese financial institution designated by MEXT.
(4) Grantees must enroll in National Health Insurance (Kokumin Kenko Hoken) upon arrival in Japan.
(5) Information regarding the MEXT Scholarship recipient (name, gender, date of birth, nationality, accepting university/graduate school/undergraduate school, field of specialty, period of enrolment, career path after completion of scholarship, contact information [address, telephone number, e-mail address]) may be shared with other relevant government organizations for the purpose of utilization for overseas students programs implemented by the Japanese Government (support during period of study in Japan, follow-up survey, improvement of the overseas student system).
Information regarding MEXT Scholarship Students (excluding date of birth and contact information) may be included in publicity materials prepared by the Japanese Government for promoting the acceptance of overseas students in Japan, particularly in order to introduce former MEXT Scholarship Students who are playing active roles in countries around the world.
These terms and conditions are included in the Pledge stipulating rules and regulations which MEXT Scholarship recipients must comply with and submit when they have been granted the Scholarship. Excluding exceptional circumstances, only those concurring with these conditions will be accepted as MEXT Scholarship Students.
(6) All personal information that we receive from applicants will be used for the purposes of admissions screening, collecting statistical information, student registration, and educational affairs.
(7) If there are any questions about the content of the written text in this Application Guideline or any other matters, applicants/grantees should inquire the Japanese diplomatic mission in the applicant's country and follow their instructions.
(8) In addition to the regulations stipulated in this Application Guideline, those that are necessary to implement the Japanese Government Scholarship programs shall be determined by the Japanese Government.

Appendix

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

I Basic Concepts

1. Each subject will deal with theories based not only on the experiences of the so-called modern Western World, but also on those concerned with the historical experiences of Japan and other non-Western countries. While analyzing commonalities in the modernization process along with its various possibilities, the courses seek to find the most desirable method for each country's modernization. (Comparative Approach)

2. Through modernization, our thoughts and ideas undergo deep transformations. However, the curriculum will not be concerned with modern ideas alone, but will also incorporate basic premises from the classical civilizations and ideas of the great thinkers. (Emphasis on liberal arts education aiming at self-relativization and critical thinking)

3. Going beyond instruction that is related to skills and knowledge, the curriculum will emphasize the fostering of students' ideas; identifying problems; and developing the ability to arrive at their own solutions. (Emphasis on discussion and self-study)

4. Through encounters with leading figures from all areas (including other promising young students), the curriculum aims to create human networks and further understanding about Japan.

5. As decentralization progresses in line with a country's economic development, the demand for local governance and government that is capable of responding to various regional issues such as education, health, welfare, and local development rises. This program aims to cultivate leaders and core personnel for such local governance in their respective countries by equipping them with advanced theories on local governance and practices in Japan.

II Students

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

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

1. Required Courses (11 credits)
   - Global Governance: Leadership and Negotiation
   - Introduction to Japan
   - Introduction to Public Policy Studies
   - Local Governance in the Changing World
   - Local Government Finance
   - Local Government System
   - The World and the SDGs

2. Recommended Courses (at least 4 credits)
   - Economic Development of Japan
   - Essential Microeconomics
   - Government and Politics in Japan
   - International Relations
   - Microeconomics I
   - Structure and Process of Government

3. Elective Courses (Credits for the graduation requirement)
   - Development Economics
   - East Asian Economies
   - Government and Market
   - International Security Studies
   - International Trade
   - Japanese Foreign Policy
   - Macroeconomics I
   - Small and Medium Enterprise and Technology
   - Social Science Questions and Methodologies
   - Social Security System in Japan

4. Colloquium (2 credits) (Required Course)
   This course will provide an opportunity to listen and discuss various issues with many distinguished government leaders and business executives. The colloquia will be organized fifteen or sixteen times a year, divided between 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 central government ministries, local governments and NPOs.

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

IV Further information

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

APPLICATION FOR JAPANESE GOVERNMENT (MEXT) SCHOLARSHIP

日本政府（文部科学省）奨学金留学生申請書

Young Leaders' Program Student for 2019 (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））

_____ , _____
(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）

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

(Sex)
☐Male（男）
☐Female（女）

(Marital Status)
☐Single（未婚）
☐Married(既婚)

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, 2019
（2019 年 10 月 1 日現在の年齢）

Paste your photograph taken within the past 6 months.
Write your name and nationality in block letters on the back of the photo.

（写真（６×４㎝））

4．Present Status: with the organization address, ZIP/postal code, telephone number, facsimile number, and E-mail address
（現職、勤務先名、住所、電話番号、ファックス番号及びＥメールアドレス）

Present Position _____ Division/Section _____ Organization _____

Address (Organization) _____ ZIP/Postal Code _____

Phone _____ Fax _____ E-mail _____

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

Address (Home) _____ ZIP/Postal Code _____

If the above present home address will be changed at the time of leaving from your country, please specify the changed address below.（渡日時の住所が上記現住所から変更になることが確定している場合は、下記に記入すること。）

_____

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, Skipped Years and Levels (学位・資格、専攻科目、飛び級の状況)
Elementary Education (初等教育)	Elementary School (小学校)	Name (学校名) Location: City, Country (所在地: 都市、国)	From (入学) To (卒業)	years (年) and months (月)	
Secondary Education (中等教育)	Lower Secondary School (中学)	Name (学校名) Location: City, Country (所在地: 都市、国)	From (入学) To (卒業)	years (年) and months (月)	
	Upper Secondary School (高校)	Name (学校名) Location: City, Country (所在地: 都市、国)	From (入学) To (卒業)	years (年) and months (月)	＊-1
Higher Education (高等教育)	Undergraduate Level (大学)	Name (学校名) Location: City, Country (所在地: 都市、国)	From (入学) To (卒業)	years (年) and months (月)	
	Graduate Level (大学院)	Name (学校名) Location: City, Country (所在地: 都市、国)	From (入学) To (卒業)	years (年) and months (月)	

Total Years of Schooling Mentioned above (以上を通算した全学校教育修学年数) As of October 1, 2019 (2019年10月1日現在)	_____years (年) and _____months (月)

＊If the blank spaces above are not sufficient for information required, please attach a separate sheet. In such case, please stipulate that the information is on a separate page.
((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。その場合は、別紙に記入する旨を上記学歴欄に明記すること。)

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 possesses a high school-equivalent leaving qualification, indicate this in the blank with *-1.(高等学校卒業程度資格を有している場合には、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))

５．If you attended multiple schools at the same level of education due to moving house or readmission to university, then write the schools in the same column and include the number of years of study and current status for each school. (住居の移転や大学の再入学等を理由に、同教育課程で複数の学校に在籍していた場合は、同じ欄に複数の学校の在籍を記載し、すべての修学状況を修学年数に含めること。)

６．Calculate and write the total number of years studied based on duration as a student. (including extended leave such as summer vacation) (修学年数合計は在籍期間を算出し、記入すること。(長期休暇も含める))

８．Employment Record (List your current and previous employment (up to three positions) **in reverse chronological order**, starting with your most recent position.)
(職歴：過去の役職から現職も含めて３つ記入すること)

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

(行政機関等において、常勤職員として３年以上の実務経験が必須)

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

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

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

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

10. English Ability: Report your score of TOEFL or IELTS and the date of the 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 iBT (TOEFL のスコア)		Score of IELTS Academic (IELTS のスコア)	Date of the Test (受験日)
_____	or	_____	20 _____ Year (年) Month (月) Day (日)

11. 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 borne 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)

12. 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 Guidelines for Japanese Government (MEXT) Scholarship for 2019, and hereby apply for this scholarship.
(私は 2019 年度日本政府（文部科学省）奨学金留学生募集要項に記載されている事項をすべて了解して申請します。)

Date of Application
(申請年月日) _____

Applicant's Signature
(申請者署名) _____

Applicant's Name
(in Roman Block Capitals)
(申請者氏名) _____

健康診断書

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

日本語又は英語により明瞭に記載すること。
Please fill out (PRINT/TYPE) in Japanese or English. Do not leave any items blank.

氏名
Name：_____ _____
Family name, First name Middle name

□男 Male
□女 Female

生年月日
Date of Birth：

年齢
Age：

1．身体検査 Physical Examinations

⑴ 身 長 Height_____cm 体 重 Weight_____kg

⑵ 血 圧 Blood pressure_____mm/Hg～_____mm/Hg 血液型 Blood Type

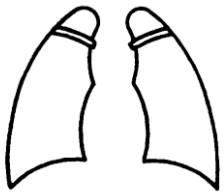
ABO	RH ＋
	－

脈拍数 Pulse Rate _____/min □整 regular □不整 irregular

⑶ 視 力
Eyesight：(R)_____(L)_____ 裸眼 without glasses
(R)_____(L)_____ 矯正 with glasses or contact lenses

⑷ 聴 力 Hearing： □正常 normal □低下 impaired
言 語 speech： □正常 normal □異常 impaired

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



肺
lung: □正常 normal □異常 impaired
Date_____
Film No._____
Describe the condition of applicant's lung.
_____

心臓
Cardiomegaly: □正常 normal □異常 impaired

心電図
Electrocardiograph
□正常 normal □異常 impaired

3．現在治療中の病気 Disease & Treatment at Present
□Yes (Disease:_____ Medicine:_____)
□No

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

Tuberculosis……□(. .) Malaria……□(. .) Measles……□(. .)
Epilepsy……□(. .) Kidney disease……□(. .) Heart diseases……□(. .)
Diabetes……□(. .) Drug allergy……□(. .) Psychosis……□(. .)
Functional disorder in extremities……□(. .) Others……□(. .)
Rheumatic fever……□(. .) Hepatitis……□(Type: A, B, C, D, E) (. .)

5．ワクチン接種歴 Vaccination history

MMRV (Measles, Mumps. Rubella, Zoster)……□ Time(s) ( ) Mumps……□ Time(s) ( ) Hepatitis B……□ Time(s) ( )
MMR (Measles, Mumps. Rubella)……□ Time(s) ( ) Chicken pox……□ Time(s) ( ) Meningitis……□ Time(s) ( )
MR (Measles, Rubella)……□ Time(s) ( ) Polio……□ Time(s) ( )
M (Measles)……□ Time(s) ( ) Diphtheria Pertussis Tetanus combined……□ Time(s) ( )

6．検 査 Laboratory tests
検 尿 Urinalysis:glucose( ), protein ( ), occult blood ( )・検 便 Feces: Parasite(egg of parasite)(+,－)
赤沈 ESR：_____mm/Hr, WBC count：_____x10^3/μl, Hemoglobin:_____g/dl, ALT:_____u/l
Pregnancy test ( ) if you are female

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

8．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充分に留学に耐えうるものと思われますか？
In view of the applicant's history and the above findings, is it your observation his/her health status is adequate to pursue studies in Japan？ yes □ no □

日付 Date:_____ 署名 Signature:_____

医 師 氏 名
Physician's Name in Print:_____

検査施設名
Office/Institution:_____

所在地
Address:_____

Recommendation Form

To the Applicant

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

Your Name (Family)	(Given)	(Middle)

To the Recommender

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

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

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

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

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

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

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

☐less than once a month

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

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

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

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

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

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

_____

_____

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

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 _____

School of Government
School of Local Governance

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. (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)