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| **Application Guideline for**  **the JICA Knowledge Co-Creation Program（Young Leaders）** |

This guideline explains how to apply for the Knowledge Co-Creation Program (KCCP) (Young Leaders) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.

Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

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| **Forms to be submitted** |
| **Form1. Application Form** |
| **Form2. Questionnaire on Medical Status and Restrictions** |
| **Form3. Contact Person at Your Organization**  **for Post-program Survey about KCCP for Young Leaders** |
| **Form4. Terms and Conditions, and Declaration** |

**Please be advised:**

1. To carefully read the General Information (GI) of the KCCP,
2. To fill only in typewritten except for signature,
3. To fill in the form in **English**,
4. To use “√” or “x” to mark the ( ) options,
5. To attach your photographs,
6. To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,

**In submitting the Application Forms and attached documents, please make sure:**

1. To prepare a copy of your passport,
2. To confirm the application procedure stipulated by your government,
3. To submit the original Application Forms and all necessary document(s) to the responsible organization of your government according to its application procedure, and
4. That your participation may be denied, if you fail to provide all required information and documents completely and on time.

**CHECK LIST before submission:**

|  |  |  |
| --- | --- | --- |
| **Items** | **Form No.** | **Check** |
| 1. Fill in all items in typewritten | All the forms |  |
| 1. Your signature | Form 1, 2, 4 |  |
| 1. Your Photo | Form 1 |  |
| 1. Attach a copy of passport (Machine Readable Zone)   \* Applicants from Latin American and the Caribbean Countries, please refer to the note below. | - |  |
| 1. Attach the required document(s) as instructed in the GI | - |  |

**Note for Applicants from Latin American and the Caribbean Countries:**

1. If you are from any of the countries listed below and have a passport with a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and detailed passport information), and the page of U.S. visa:

Antigua and Barbuda, Argentina (only Japanese descendants), Barbados, Bolivia, Brazil, Chile, Colombia, Dominica, Ecuador, Grenada, Guatemala, Guyana, Haiti, Mexico, Peru, Rep. of Dominica, St. Christopher and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, or Venezuela.

1. If you are from any of countries listed below and have a passport without a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and your detailed passport information).

Belize, Costa Rica, El Salvador, Honduras, Jamaica, Marshall, Micronesia, Nicaragua, Palau, Panama, Paraguay, Trinidad and Tobago, and Uruguay.

Application Form for the JICA Knowledge Co-Creation Program (Young Leaders):

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| **Form1. APPLICATION FORM** |

※To be filled by Applicant.

Attach here

your photo

(taken within

the last six months)

Size: 4.5x3.5cm

**1. Course Title:** (as shown in the GI)

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| --- |
|  |

**2. Course Number:** (the number as “xxxxxxxxxJxxx“ shown in the GI)

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**3. Personal Information on Applicant**

**1) Name of Applicant (as shown in the passport)**

\*Please type the name as shown in the passport carried. The information will be used for flight arrangements.

**Family Name / Surname**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**First Name**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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**Middle Name**

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| 1. **Nationality**   **(as shown in the passport)** |  | | | |
| **3) Sex**  **(for VISA application)** | ( ) Male | | ( ) Female | |
| 1. **Date of Birth** | **Date** | **Month**  **(ex. April)** | **Year** | **Age**  **(as of the date of the form)** |
|  |  |  |  |

**5) Passport/Visa**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Passport possession | ( ) Yes | ( )No | Expiry date  of passport | Date | Month | Year |
| USA visa possession\* | ( ) Yes | ( )No |  |  |  |

**\*Applicants from Latin America and the Caribbean only.**

**6) Contact Information**

|  |  |  |
| --- | --- | --- |
| Private | Address: | |
| TEL\*: | Mobile\*: |
| FAX\*: | E-mail: |
| Office | Address: | |
| TEL\*: | Mobile\*: |
| FAX\*: | E-mail: |
| Emergency Contact | Name:  Relationship to you: | |
| Address: | |
| TEL\*: | Mobile\*: |
| FAX\*: | E-mail: |

\* Please fill it out from country code for telephone, mobile, and fax number.

**7) Present Position**

|  |  |  |
| --- | --- | --- |
| Organization |  | |
| Year that entered  the organization |  | |
| Department / Division |  | |
| Title |  | |
| No. of years of service in the present position | Years | From  (Month/Year) |
|  |  |
| Type of Organization | ( ) National Government ( ) Local Government　 ( ) Public Enterprise  ( ) Private (profit)　 ( ) NGO/Private (Non-profit)　 ( ) University  ( ) Other ： | |
| Number of employees |  | |
| Home Page Address |  | |

【Questionnaire on Relationship with the Military】(FOR ALL THE APPLICANTS)

**Please mark Yes or No about your status.**

|  |
| --- |
| (YES / NO) Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register) |
| (YES / NO) Personnel of the Ministry of Defense, or organizations under the Ministry of Defense |
| (YES / NO) Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency |
| (YES / NO) Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations |
| (YES / NO) Personnel of civilian organizations which have divisions to conduct military-related activities |

**4. Experience and Eligibility**

**1) Career Background (After graduation and before taking the present position)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organization | City/  Country | Period | | Position or Title and  Department/Division | Brief Job Description |
| From  Month/Year | To  Month/Year |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**2) Academic Background (University, College or Higher Education)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Institution | City/  Country | Period | | Degree | Major |
| From  Month/Year | To  Month/Year |
|  |  |  |  |  |  |
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**3) Experience of Training or Study in Foreign Countries (including all the training experiences in JICA’s programs)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution | City/  Country | Period | | Field of Study / Program Title |
| From  Month/Year | To  Month/Year |
|  |  |  |  |  |
|  |  |  |  |  |
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1. **Experience visiting / living in Japan**

|  |  |  |
| --- | --- | --- |
| ( ) Yes | ( ) One month or less | ( ) More than one month |
| ( ) No |  |  |

**5) Language Proficiency (Self-Assessment)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1) Language to be used in the course (as in the GI) | |  | | |
| Listening | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
| Speaking | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
| Reading | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
| Writing | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
| Language Tests Scores if any  (ex. TOEFL, TOEIC, etc.) |  | | | |
| 2) Mother Tongue |  | | | |
| 3) Other languages ( ) | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |

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| --- | --- |
| 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. |

**5. Background and Purpose of application** (to be completed by the Applicant)

**1) Personal Statement including your Goal:** Describe the reasons for your application and what you intend to achieve in this program.

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**2) Relevant Experience of Applicant:** Describe previous occupational experiences which are highly relevant to the themes of this program.

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1. **Area of Interest and/or your expectation:** Specify your particular interest with reference to the contents of

this program.

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By Applicant

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| --- | --- |
| Date |  |
| Name |  |
| Signature |  |

Application Form for the JICA Knowledge Co-Creation Program (Young Leaders)

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| **Form 2. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTIONS** |

**(Self-Declaration)**

**1. Present Medical Status**

(a) Have you taken any medicine or had a medical checkup by a physician for any

illness such as diabetes, hypertension, asthma, etc.?

|  |  |
| --- | --- |
| [ ] No | [ ] Yes:  Name of illness ( ), Name of medicine ( ) |
| *If yes, please attach your doctor's letter (preferably in English) that describes the current status of your illness, and gives agreement to your participation in the program.* |

(c) Do you have any allergies to the medicine, food, pollen etc.?

|  |  |
| --- | --- |
| [ ] No | [ ] Yes:  What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.?  ( ) |

(d) Please indicate any needs arising from disabilities which may require additional support and facilities.

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| ( )  *Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be inquired directly by the JICA official in charge for a more detailed account of his/her condition.* |

**2. Medical History**

(a) Have you had any illness such as heart, hepatic, kidney disease, etc.?

|  |  |
| --- | --- |
| [ ] No | [ ] Yes:  Please specify ( ) |

(b) Have you or/and your family members had tuberculosis?

|  |  |
| --- | --- |
| [ ] No | [ ] Yes:  Please specify ( ) |

(c) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

|  |  |
| --- | --- |
| [ ] No | [ ] Yes:  Please specify ( ) |

(d) Have you ever had any sleeping, eating or other disorders?

|  |  |
| --- | --- |
| [ ] No | [ ] Yes:  Please specify ( )  name of medicine taken if any ( ) |

**3. Other Medical Issues/Conditions**

If you have any medical issues/conditions that are not described above, please indicate below.

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\* Are you pregnant?

|  |  |
| --- | --- |
| [ ] No | [ ] Yes:  Weeks of pregnancy ( weeks) |

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand that medical conditions resulting from pre-existing conditions will not be financially compensated by JICA, and may be a reason for termination of the program.

I understand that this questionnaire will be checked by the people who are engaged in the program during my stay in Japan.

By Applicant

|  |  |
| --- | --- |
| Date |  |
| Name |  |
| Signature |  |

**※Please notify JICA staff upon any changes in your health condition after submission of the form.**

Application Forms for the JICA Knowledge Co-Creation Program (Young Leaders)

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| **Form3. CONTACT PERSON AT YOUR ORGANIZATION**  **FOR POST-PROGRAM SURVEY**  **ABOUT KCCP FOR YOUNG LEADERS** |

JICA conducts ex-post questionnaire surveys on Participants of the KCCP for Young Leaders in order to understand how Participants utilize the knowledge acquired in Japan in their daily work. For this purpose, JICA would like to send Participants a questionnaire by e-mail after the program.

In addition, considering the purpose of the survey, we also would like to send the questionnaire to persons other than the Participants such as their supervisor or the person in the human resources department, who can observe changes in Participants’ attitude in performing his/her tasks after the program.

We would highly appreciate it if you could give us the name to whom JICA can send the questionnaire(s). Please fill in the following tables. The questionnaire(s) will be directly sent by e-mail to the Applicant and the person given below within 1 year after the program.

We kindly ask for your understanding and cooperation for implementing the survey.

**【Name of Applicant】**

|  |  |
| --- | --- |
| Name |  |

**【Contact Person at Applicant’s organization】 (Applicant’s supervisor or a person in the human resources department to whom JICA can send the questionnaire after the program)**】

|  |  |
| --- | --- |
| Name |  |
| Designation / Position |  |
| Department / Division |  |
| E-mail Address |  |

Application Forms for the JICA Knowledge Co-Creation Program (Young Leaders)

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| **Form4. TERMS AND CONDITIONS** |

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| 1. **General Rules** |

The participants are requested:

1. to strictly observe the course schedule,
2. not to change the air ticket (and flight class and flight schedule arranged by JICA ) and lodging by the participants themselves,
3. to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
4. not to bring or invite any family members (except for programs longer than one year),
5. 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 to the course,
6. to observe the rules and regulations of the program implementing partners to provide the program or establishments,
7. not to engage in political activities, or any form of employment for profit,
8. to discontinue the program, should the participants violate Japanese laws and JICA’s regulations, or the participants commit illegal or immoral conduct, or get critical illness or seriously injury and be considered unable to continue the course,
9. to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
10. not to drive a car or motorbike, regardless of an international driving license possessed,
11. to observe the rules and regulations at the place of the participants’ accommodation, and
12. to refund allowances or other benefits paid by JICA in the case of a change in schedule.

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| **2. Privacy Policy** |

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

(1) Scope of Use

Any information used for identifying individuals (hereinafter referred to as “Personal Information”) that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such Personal Information in accordance with the provisions of this privacy policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide Personal Information to any third party with the following three exceptions:

1. In cases of legally mandated disclosure requests;
2. In cases in which the provider of the Personal Information grants permission for its disclosure to a third party;
3. In cases in which JICA needs to provide Personal Information for the persons or entities where JICA contracts out all or part of the KCCP and its relevant projects. The Personal Information provided herein will be only limited to the information necessary for the persons or entities to implement the contracted tasks.

(3) Security Notice

JICA takes measures required to prevent the divulgence, loss, or destruction of Personal Information, and to otherwise properly manage such information.

※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).

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| **3. 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 scopes and/or conditions separately approved by JICA and/or the Original Author.

If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the KCCP that are shown on the JICA website.

(https://www.jica.go.jp/english/our\_work/types\_of\_assistance/tech/acceptance/training/index.html)

1. All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party’s(ies’) work (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants’ counties or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
2. The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
3. JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

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| **4. 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.

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| **DECLARATION (to be signed by Applicant)** |

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

1. General Rule
2. Privacy Policy
3. Copyright Policy

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

・I understand the intention of JICA on “4.Portrait Right Policy” mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purposes above is as follows:

□ 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

|  |  |
| --- | --- |
| Date |  |
| Name |  |
| Signature |  |