

Guide for Preliminary-Consultation Inquiry with a Desired Graduate School and Supervisor

Ver1.0

University Partnership
Division,
Domestic Strategy and
Partnership Department

tatuc_supportunit@jica.go.jp

Table of Contents

1. Points to Note	3
1.1 Purpose of Preliminary Consultation:	3
1.2 Duration:	3
1.3 Target for Pre-Consultation:	3
1.4 Outline of Pre-Consultation Inquiry Process	3
2. Confirm the Acceptability of Pre-Consultation of Each Graduate School.....	4
2.1 Confirm Whether Supervisor Selection is Necessary エラー! ブックマークが定義されていません。	
2.2 Pre-Consultation Availability Check (Important!)	4
3. How to Fill Out the Preliminary Consultation Inquiry Sheet.....	5
3.1 Preliminary Consultation Inquiry Sheet Sample	5
3.2 Confirmation Points	6
3.3 Basic Information of Applicant	8
3.4 Inquires to the University	9

1. Points to Note

1.1 Purpose of Preliminary Consultation:

The preliminary consultation (Pre-Consultation) is specifically designed to ensure that your research plan and theme are well-aligned with your desired graduate schools and potential supervisors. Using the 'University Information' and the 'Preliminary Consultation Inquiry Sheet', you can reach out to your desired graduate schools in a proper and effective manner.

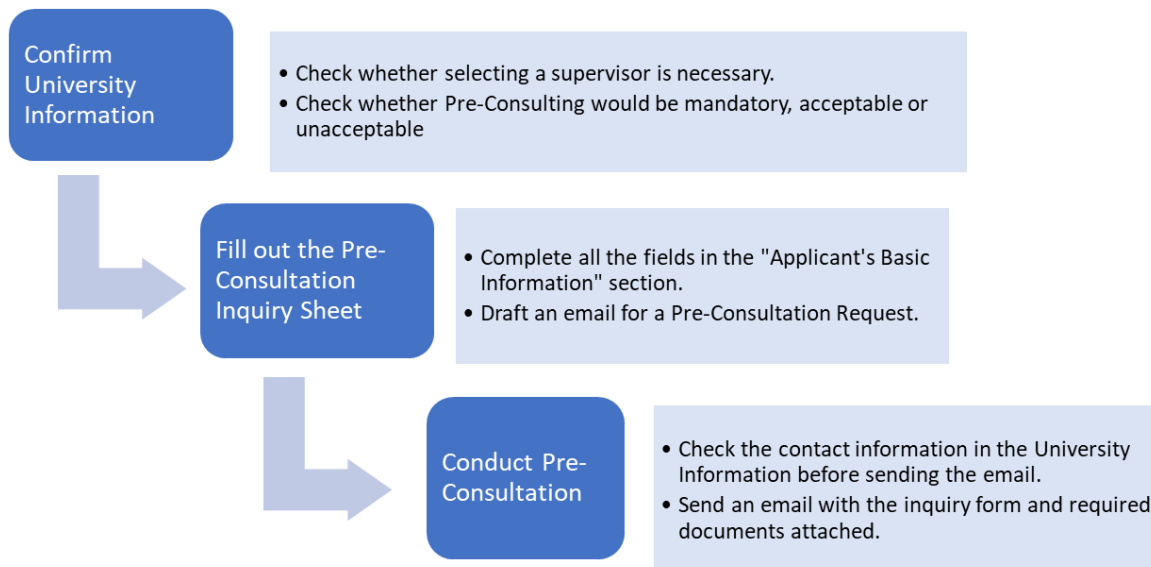
1.2 Duration:

The Pre-Consultation period shall be from **August 1 to Middle of November 2025**. Please ensure you can conduct the preliminary consultation before the submission of Application Form.

1.3 Target for Pre-Consultation:

The Pre-Consultation is intended for universities (graduate schools) to which applicants wish to apply through the Pre-Application Matching process.

1.4 Outline of Pre-Consultation Inquiry Process



2. Confirm the Acceptability of Pre-Consultation of Each Graduate School

2.1 Pre-Consultation Availability Check (Important!)

Please make sure to check whether Pre-Consultations from candidates are accepted. You may only conduct Pre-Consultations with graduate schools marked as '**Yes (Mandatory)**' or '**Yes (Acceptable)**' at **Column W** (the acceptability of Pre-Consultation). If it is marked as 'Yes,' please be sure to fill out all the required information on the Pre-Consultation Inquiry Sheet and submit it to the Contact Information at **Column X and Y**. If **Column W** is marked as '**No**,' you must not conduct the Pre-Consultation.

Specifically, the Pre-Consultation acceptability at the **Column W** (the Acceptability of Pre-Consultation: 'Whether or not consultation with university before Pre-application matching from candidates is acceptable') is as follows:

Yes (Mandatory): You **MUST** conduct a Pre-Consultation with the graduate school you are applying to or the supervisor you wish to work with.

Yes (Acceptable): You **MAY** conduct a Pre-Consultation with the desired graduate school and supervisor.

No: Pre-Consultation is **NOT** accepted. Please do not send a Pre-Consultation sheet to the graduate school.

Column S	T	Column U	V	Column W	Column X	Column Y
(2) 出願前マッチング時の指導教官の選択可否 及び 大学への「出願前マッチング」実施前の事前相談 (2) Supervisor needed to be chosen at the time of "Pre-application matching" and Consultation with university before "Pre-application matching"						
修士 Master		博士 Ph. D		候補者からの事前相談のための連絡先 (出願前マッチング実施前) Contact Information for consultation with university before "Pre-application matching"		
修士課程候補者が出願前マッチング依頼時点で希望する指導教官を選択することが必須かどうか Whether it is mandatory for Master's candidates to select their preferred professor at the time of "Pre-application matching".	修士課程候補者が指導を希望することができ、教員一覧の参照先 URL、資料 URL or documents to refer to a list of professors with whom candidates may apply	博士課程候補者が出願前マッチング依頼時点で希望する指導教官を選択することが必須かどうか Whether it is mandatory for PhD candidates to select their preferred professor at the time of "Pre-application matching".	博士課程候補者が指導を希望することができ、教員一覧の参照先 URL、資料 URL or documents to refer to a list of professors with whom candidates may apply	候補者からの事前相談可否 Whether or not consultation with university before Pre-application matching from candidates is acceptable	事前相談可能な場合、照会先の教員名または担当窓口部局名 If prior consultation is available or mandatory, please input the name of the professor or the name of the faculty in charge.	事前相談可能な場合、事前相談先メールアドレス If prior consultation is available or mandatory, please input an e-mail address for consultation from candidates.
Select ▼	Input (URL) ▼	Select ▼	Input (URL) ▼	Select ▼	Input (English) ▼	Input ▼

1. Please check if it is necessary to choose a supervisor at **Column S** and **Column U**.

2. Please check if Pre-Consulting would be acceptable.

3. How to Fill Out the Preliminary Consultation Inquiry Sheet


3.1 Preliminary Consultation Inquiry Sheet Sample

Below is a sample of the Preliminary Consultation Inquiry Sheet, which you can use to reach out to a potential supervisor with your inquiry.

Refer to '3.2 Confirmation Points'

Refer to '3.3 Basic Information of Applicant'

Refer to '3.4 Inquires to the University'

 Preliminary Consultation for Matching Program by JICA Applicant (related to research plan)	
大学ご担当者様 (To University) ・本書は、これを提出する者がJICA奨学金研修の候補者かつ貴学への出願を希望する者であることを証します。 ・事前相談は候補者が希望する研究テーマ等が指導可能なものかどうかを確認するものであり、入学を内諾するものではありません。可能な範囲で候補者の研究に関する事前相談にご回答ください。 ・候補者は事前相談の結果も踏まえ、出願前マッチング（12月～1月予定）及び直接出願の希望大学を選定します。 ・入試合格をいただいたのち、最終的な受入判断はJICAが決定いたします。（毎年7月頃）	
To Applicant Completing this form for preliminary consultation does not guarantee admission to the university. Please do not send a blank email in both the subject and body of the e-mail. FYI! Email Sample (Click here)	
<input type="checkbox"/> In the subject of the e-mail, did you put "JICA Applicant Pre-Consultation"? <input type="checkbox"/> In the body of the e-mail, did you clearly state your name, country, and program? <input type="checkbox"/> Is the university you are about to send an email to one that allows or requires Pre-consultation?	
Filled in by Applicant * Please complete all the yellow sections. <div style="float: right;">Inquiry Date (year/month/day)</div>	
Basic Information of Applicant	
Graduate School Code	
Name of Desired University	
Name of Desired Graduate School	
Name of Desired Course	
Name of Preferred Supervisor	
JICA Program (Select from dropdown list)	
Name of Applicant	
E-mail Address	
Country	
Current Organization Name	
Final Academic Background	
Field of Study (FS) / Specific Research Field (SRF)	
Research Theme (tentative theme is acceptable)	
Inquires to the University *Inquires must be related your research plan	
Attached Document Title:	

3.2 Confirmation Points

The top of this Inquiry Sheet includes the following notes as confirmation points for both the university ('To University') and the applicant ('To Applicant').

To University:

- This document certifies that the person submitting it is a candidate for the JICA long-term training and wishes to apply to your esteemed institution.
- The preliminary consultation is intended to confirm whether the research theme and other aspects desired by the candidate can be supervised, and it does not imply a preliminary acceptance. Please respond to the candidate's preliminary consultation regarding their research to the extent possible.
- After passing the entrance examination, the final decision regarding acceptance will be made by JICA, around July of the following year.

To Applicant:

- ✓ Even if the candidate receives a response from the university indicating that their research aligns with the university's interests through this preliminary consultation form, **it does not guarantee admission** to the university. All candidates must undergo subsequent pre-application matching assessments and formal admission evaluations to be granted admission.
- ✓ Please **do not send a blank email** in both the subject and body of the e-mail. You can refer to the '**E-mail Sample**' when sending inquiry sheet to a university.

E-mail Sample

Subject	Inquiry from a JICA Applicant: Pre-Consultation Request
The body of the email (Sample)	<p>Dear Professor XXX</p> <p>I hope this message finds you well. My name is XXX, and I am a JICA candidate from "Country," participating in the "Program Name (ABE, SDG's Global Leader, etc.) ." I am currently employed at XXX (your organization) .</p> <p>I am very interested in studying in your laboratory of "XXX (name of course) " at XXX (Name of Graduate School Name) because ---- (brief reason why you are interested in) .</p> <p>Attached to this email is a pre-consultation form. I would greatly appreciate it if you could take the time to review my inquiry and provide your feedback.</p> <p>Thank you very much for your consideration.</p> <p>Best regards,</p>
<div> Pre-Consultation Inquiry Sheet Pre-consultation Guide E-mail Sample </div>	

Please be sure to check when sending an Inquiry Sheet via Email

- Did you put "Inquiry from a JICA Applicant: Pre-Consultation Request" in the email subject line?
- In the body of the e-mail, did you clearly state your name, country, and program in which you are participating? (Refer to E-mail Sample)
- Is the Graduate School you are going to email one that allows or requires Pre-Consultations?

3.3 Basic Information of Applicant

Please fill in all the fields highlighted in yellow in the "Basic Information of Applicant" section.

Filled in by Applicant * Please complete all the yellow sections. Inquiry Date (YYYY/MM/DD)

Basic Information of Applicant	
Name of Desired University	Refer to "Column E" in the University Information.
Name of Desired Graduate School	Refer to "Column F" in the University Information.
Graduate School Code	Refer to "Column B." ex) 3701A
Name of Course	Refer to "Column G and H."
Name of Preferred Supervisor	Refer to Column I. Even if you find a different supervisor's name at the URL in Column T or Column V, you should select the name from Column I as the potential supervisor.
JICA Program (Select from dropdown list)	Please select your program, such as ABE Initiative, (Africa) SDGs GL etc.
Name of Applicant	Your Name
E-mail Address	Your contact e-mail address
Country	Country of Residence
Current Organization Name	Please fill out the name of the organization you are currently working for.
Final Academic Background	The degree you have obtained
Field of Study (FS) / Specific Research Field (SRF)	Please specify the field of study or major you have completed.
Research Theme Title (tentative theme is acceptable)	Please specify the research theme/ title.

3.4 Inquires to the University

Please check the 'SHOULD NOT' and 'SHOULD' sections below carefully and draft the body of the preliminary consultation accordingly.

Points to note for the "Inquires to the University" section:

****SHOULD NOT:**** 😞

- Attaching only the research plan or thesis without any questions, leaving the section blank.
- Attaching only the research plan or thesis and asking, "Which laboratory matches my research?"
- Asking questions without checking the potential supervisor or desired laboratory's website to understand what research the professor or laboratory is conducting.

****SHOULD:**** 😊

- Thoroughly review the research content of the desired laboratory and potential supervisor on the university's website. Formulate your questions based on this information. This step is crucial, so please ensure you complete it.
- To check more details about the desired graduate school and supervisor information, please refer to the **University Information** in **Column J** (Website for the graduate school), **Column P** (Messages for Candidates), **Column T** and **V** (URL or documents to refer to a list of professors with whom candidates may apply) in addition to the university's official website.

University Information				Column J	Column P	Column T	Column V	
r KCCP 2026				J	P	T	V	
(1) 大学・研究科情報 (1) Information on course/university				(2) 出願前マッチング時の指導教官の選択要否 及び 大学へ (2) Supervisor needed to be chosen at the time of "Pre-application before "Pre-application"				
基礎情報 (英) Basic information on course/University(English)				候補者へのメッセージ・アピールポイント等 Messages for candidates		修士 Master	博士 Ph.D	
大学名 (英語表記) Name of University (English)	研究科名 (英語表記) Name of Graduate School (English)	専攻/コース名称 (英語表記) Name of Course/Major (English)	研究室名 (英語表記) Name of laboratory (English)	指導教員氏名 (英語表記) Name of professor (English)	研究科ウェブサイト (英語表記) Website for the graduate school (English)	候補者へのメッセージ・アピールポイント等 (英語) (任意記入) Messages for Candidates if any (English)	修士課程候補者が出願 前マッチング情報照会 で希望する指導教官を 選択することが必要な かどうか Whether it is mandatory for Master's candidates to select their preferred professor at the time of "Pre- application matching".	博士課程候補者が出願 前マッチング情報照会 で希望する指導教官を 選択することが必要な かどうか Whether it is mandatory for Ph.D candidates to select their preferred professor at the time of "Pre- application matching".

Website for the
graduate school

Messages for
Candidates

URL or documents to
refer to a list of
professors with whom
candidates may apply.

Caution!
Even if you find a different supervisor's name at the URL in **Column T** or **Column V**, the name listed in **Column I** is the appropriate potential supervisor.

*If you are attaching research papers or other documents, please list the attachment names at the bottom.

The bottom of Inquiry Sheet

Inquires to the University
*Inquires must be related your research plan

Attached Document Title:				
--------------------------	--	--	--	--

Here