



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

General Information on Sustainable Tourism Development (JFY2024-2026) JFY2026

「持続可能な観光開発（2024-2026 年度）」（長期研修）（2026 年度）

This handout provides an overview of the “**Sustainable Tourism Development**” program, which is one of Japan International Cooperation Agency (JICA)’s Knowledge Co-Creation Program (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.

0. Background

What is JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet revised 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>

1. Overview

Until now, JICA has provided training programs as a part of technical cooperation in various fields. In order to strengthen networks between the target countries in respective fields, JICA established a new long-term training program to foster young/middle-aged bureaucrats, academicians and leading human resources in various fields of target countries who are capable of influencing policy making processes in their countries or contributing to socioeconomic development in the near future.

The Program on Sustainable Tourism Development was established in JFY 2019 (for admission in FY 2020) under the framework of JICA Development Studies Program (JICA-DSP) to contribute to human resource development who can bridge between Japan and all over the world to promote sustainable tourism development. The program will also offer participants with special curriculums on Japanese developmental experience (JICA-DSP) .

2. Objectives

Overall Goal

- To build capacity of young leaders who would enhance the impact and sustainability of JICA's cooperation in tourism development;
- To support sustainable tourism development and enhance tourism competitiveness in each country/region; and,
- To reinforce bilateral ties with participants' county/region in the field of tourism development in a long run as well as to establish network among the participants.

Project Purpose

- (1) To develop high-level human resources who will contribute to promoting sustainable tourism development in their home country.
- (2) To understand the Japanese development experience and approaches, especially in the field of tourism development.

3. Course Outline

The program accepts 5 participants from the following 20 countries; Peru, Dominican Republic, Bolivia, Ethiopia, Botswana, Jordan, Palestine, Egypt, Laos, Vietnam, Palau, Uzbekistan, Kyrgyz Republic, Mongolia, Albania, North Macedonia, Kosovo, Serbia, Bosnia and Herzegovina and Montenegro.

Under this program, applicants will study at **Ritsumeikan Asia Pacific University (APU), Master's in International Cooperation Policy, Tourism and Hospitality (TH)**. APU is the only university that offers the Sustainable Tourism Development Program under JICA-DSP. APU expects that applicants have prepared their research topics to a certain extent in

advance and anticipate that they will introduce their applicants' own projects in their countries/regions after coming to Japan. If necessary, applicants are permitted to have pre-consultation via email with APU¹ regarding their research topics prior to submitting their applications to JICA.

In addition to curriculums of the master's courses, activities such as short-term programs (e.g. Understanding the Japanese Development Experience) will be planned in order to enrich the participants' academic and personal experience of their courses of studies at the universities.

4. Duration

In principle, 2 years for master's course.

5. Number of Participants

5 participants for Peru, Dominican Republic, Bolivia, Ethiopia, Botswana, Jordan, Palestine, Egypt, Laos, Vietnam, Palau, Uzbekistan, Kyrgyz Republic, Mongolia, Albania, North Macedonia, Kosovo, Serbia, Bosnia and Herzegovina and Montenegro.

6. Language to be used in this Program

English

7. Eligibility

Candidate applicants must satisfy the following requirements:

- (1) Current Duties: It is desirable that junior or mid-level staff who belong to an organization that plans and implements a project related to JICA in the field of tourism development. Applicants are required to have minimum of three-years working experience at their current organization.
- (2) Nationality: Citizen of the above countries eligible for Japan's ODA
- (3) Age: No more than forty (40) years of age (as of April 1st, 2026)
- (4) Educational Background:
Applicants must fulfill any of the following conditions at the time of application.
 - Have been granted a degree equivalent to a bachelor's degree by completing a course of not less than three years at a university outside of Japan.
 - Have been recognized by APU as having academic ability equal to or higher than holders of a bachelor's degree and have reached 22 years of age.

¹ The contact address of APU for the pre-consultation is rmatch@apu.ac.jp. Please include the name of Program, such as "JICA Sustainable Tourism Development Program" in the subject line or body of the email. Applicants are also recommended to send their inquiries to APU well in advance of JICA's application deadline as it takes certain amount of time for the faculty of APU to respond.

(5) Language proficiency (English):

Preferable English skills exceed the following reference test score, or person who have studied the bachelor's degree in English.

[Minimum English Proficiency Requirement]

| TOEFL iBT [®] Test | IELTS / IELTS ONLINE | TOEIC [®] L&R Test | PTE Academic | Cambridge English Language Assessment / Linguaskill |
|-----------------------------|----------------------------|-----------------------------|--------------|---|
| 85 | 6.5 | 800 | 58 | 176 |

*The following applicants are exempt from having to provide documents proving English proficiency:

- Applicants who have graduated from a bachelor's or master's degree program in the following countries: Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Canada (excluding Quebec), Dominica, Fiji, Grenada, Guyana, Ireland, Jamaica, New Zealand, Papua New Guinea, St Kitts and Nevis, Singapore, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, or USA.
 - Applicants who can provide certification that they have graduated, or are expected to graduate, from a master's degree program conducted in English in a country other than those listed above. This documentation may take the form of an official letter from the institution or another official document, such as a transcript, indicating the language of instruction.
- (6) Physical Presence: Must physically come to Japan to carry out research activities to complete this program.
- (7) 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.
- (8) 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 during the program.

8. Admissions

Candidates must be selected as JICA's official candidate through JICA's internal selection procedure and must pass the admission procedures of APU², including its online examination to enter the applicants' desired master's degree course.

9. 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.

² The results of JICA's screening procedure and APU's general entrance examination will not accept any inquiry.

(1) Procedures and Required Documents for Application:

Each applicant is required to submit the “Application Documents³” listed in (2) below to JICA overseas office in charge of the applicants’ country.

(2) Application Documents

1) Official Application Form

consists of

- Cover (Part A)
- Information on the Applying Organization (Part A)
- Personal Information (Part B)
- Educational Background (Part B)
- Present Organization and Nomination (Part B)
- Work Experience (Part B)
- Declaration (Terms and Conditions needed to be agreed by candidate applicants) (Part B)
- University Information (Annex 1)
- Research Plan (Annex 2)
- Career Plan (Annex 2)

2) Graduation certificate.

- * Officially certified copies of the original
- * Written in English or accompanied with official 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 official 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 2026⁴)

*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

³Submitted documents will not be returned.

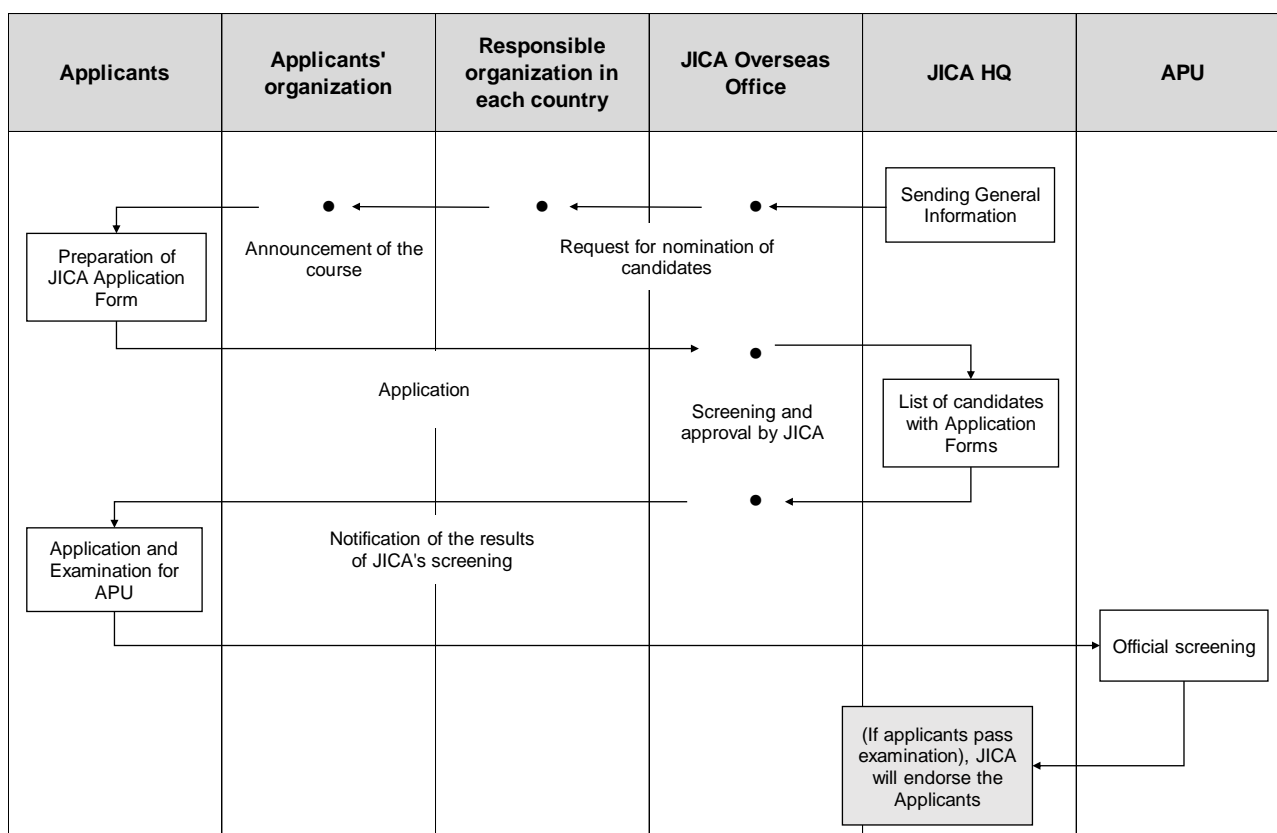
⁴Without the certificate, admission may become rejected.

their country's government, and later approved by JICA.⁵ After this procedure, screening will be conducted at APU.

Applicants must follow the APU's application procedures including its online examinations to enter the program after the first screening.

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

If the applicants withdraw their applications after their official applications to APU, applicants must inform their withdrawal to the university by letter.



(4) Points to be Noted regarding Procedures

Fees for English proficiency test 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.

⁵The 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.

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.

10. Schedule

(1) Application Period

Complete set of application documents must be submitted to JICA Overseas Office in your country not later than Friday 6th February, 2026.

(2) Selection Procedures

* The reasons for disqualification on each selection procedure will not be disclosed.

【Step1】 Screening of the Application Documents by JICA

JICA will review the application form whether the applicants meet the program's purpose. JICA will inform the result by the late in February 2026. If the applicant is approved through the screening by JICA, the applicant needs to prepare for **【Step2】**.

【Step2】 Selection by APU

APU will evaluate applicants by their own ways. You should prepare application documents different from JICA's application documents.

The applicants will receive a JICA-specific application link, which will be given to successful applicants later.

*Applicants should check the APU's website for understanding application documents, processes and deadline. Step2 is independent evaluation process from Step1, the evaluation by JICA, and JICA will not follow the entry preparation. All responsibility is on applicants themselves.

(3) Announcement of the selection results

APU will inform candidates of the result of the selection.

The details are showed in the table below;

| <u>【STEP1: Screening of the Application Documents by JICA】</u> | |
|---|---|
| December 2025 – February 2026 | Nomination of candidate applicants in respective organizations Selection of candidate applicants by responsible organization in each country |
| By 6 th February 2026 | "Application Documents" must be submitted to JICA overseas office in charge of the country of applicants. |
| February 2026 | Screening by JICA |

| | |
|----------------------------------|---|
| Late in February, 2026 | Notice of results of screening from JICA to applicants |
| [STEP2: Selection by APU] | |
| 16 th March, 2026 | Application to take the APU's general entrance examination by the applicant APU's application procedure *General entrance examination schedule follows the APU's procedure. |
| July 2026 | Notice of results of general entrance examination from APU to JICA Determination of JICA KCCP(Long-term) participants and Notice of results from JICA to applicants |
| July - August, 2026 | Preparation for study in Japan if candidate applicant is determined as a KCCP (Long-term) participant |
| August-October, 2026 | Orientation by JICA overseas office before departure Arrival in Japan Orientation by JICA Domestic Offices Beginning of Fall 2026Term |

*Schedule for the application and examination depends on APU.

*Schedule and program contents might be adjusted appropriately due to unforeseen circumstances.

11. Expenses To Be Borne By JICA

Under the JICA Long-term Trainee Allowance standards, JICA will cover expenses and allowance to participants accepted to the program. 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 (examination fees, entrance fees, course fees) | Actual costs | According to the request from APU |
| Living Allowance | JPY 144,000 per month | Every month via APU |
| 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 (the costs related to pre-existing illness, pregnancy, or dental treatment are NOT included). | In accordance with the provisions of the medical insurance | |

*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 APU is required.

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

12. 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:

- (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, or dental treatment
- (16) Medical cost related to the same illness over 180days
- (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 costs of necessary expenses.

13. Conditions for Participation

The applicants/participants of 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 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 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.



CORRESPONDENCE

For enquiries and further information, please contact your nearest JICA office.