



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

1. Points to Note

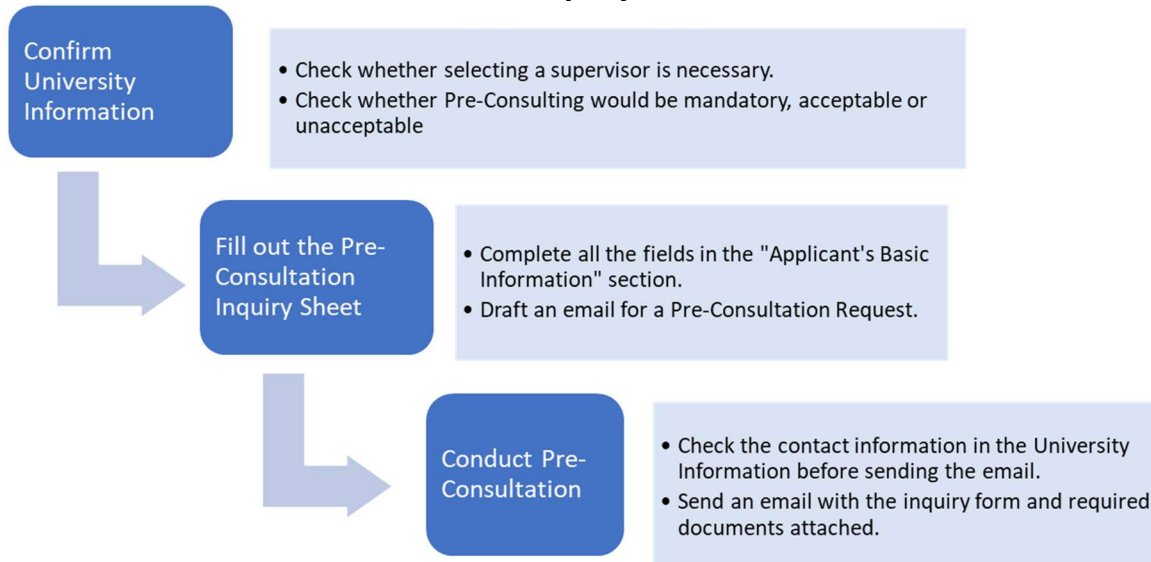
1.1 Purpose of Preliminary Consultation:

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 ended in **Middle of November 2026**. Please ensure you can conduct the preliminary consultation before the submission of Application Form.

1.3 Outline of Pre-Consultation Inquiry Process



2. How to Fill Out the Preliminary Consultation Inquiry Sheet

2.1 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 2.2 Confirmation Points'

Refer to 2.3 Basic Information of Applicant'

Refer to 2.4 Inquires to the University'

 Preliminary Consultation Form by JICA Applicant (related to research plan) Agriculture Studies Networks for Food Security (Agri-Net)	
大学ご担当者様 本書は、これを提出する者がJICA長期研修の応募希望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。 ・事前相談は相談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、受入を内証するものではありません。可能な範囲で相談者の研究に関する事前相談にご回答ください。 ・相談者は事前相談（9月中旬～11月中旬）の結果も踏まえ、直接出願の希望大学（研究科）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。（翌年7月頃）	
To University This document certifies that the applicant named below is a prospective applicant for the JICA Long-Term Training Program and wishes to apply to your university. <i>The preliminary consultation is intended to confirm whether the prospective applicant's desired research theme can be supervised and does not constitute a guarantee of acceptance. Please respond to the the prospective applicant's research-related inquiries to the extent possible.</i> Based on the results of the prior consultation period (from early July to mid-November), the prospective applicant will select the graduate school to which they wish to apply directly. After passing the entrance examination, the final decision on acceptance will be made by JICA in or around July of the following year.	
To Applicant Preliminary consultation conducted using this form does not guarantee admission to the university. Please do not send emails with both the subject line and body left blank. FYI Email Sample (Click here) ☐ Please confirm that "JICA Applicant Pre-Consultation" is entered in the subject line of your email. ☐ Please ensure that your name, country, and program are clearly stated in the body of your email.	
To be filled in by the applicant: Please ensure that all yellow columns are completed. Inquiry Date (year/month/day)	
Basic Information of Applicant	
Graduate School Code	
Name of the University	
Name of the Graduate School	
Name of the Course	
Name of Prof/Inst Supervisor	
JICA Program	Agriculture Studies Networks for Food Security (Agri-Net)
Name of Applicant	
E-mail Address	
Country	
Occupation	
First Academic Background	
Field of Study (F.S.) / Specific Research Field (SRF)	
Research Theme (tentative theme is acceptable)	
Inquiries to the University	
*Inquiries must be related your research plan	

2.2 Confirmation Points

The top of this Inquiry Sheet includes the following notes as confirmation points.

- ✓ 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 such as general entrance examination.
- ✓ 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

	A	B
1		
2	Subject	Inquiry from a JICA Applicant: Pre-Consultation Request (name)
3	The body of the email (Sample)	To whom it may concern, Greetings. I hope this message finds you well. My name is XXX, and I am a JICA candidate from "Country," participating in the Agri-Net program." I am currently employed at XXX (your organization) . 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) . 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. Thank you very much for your consideration. Best regards, Attached Document: - Information on the Applicant's Organization - Research Background & Interests - Research Plan and Career Plan - Copy of the master's thesis (Ph.D. applicants only)
4		
5		

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)

2.3 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)	Agri-Net Program
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.

2.4 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 S** and **T** (URL or documents to refer to a list of professors with whom candidates may apply) in addition to the university's official website.

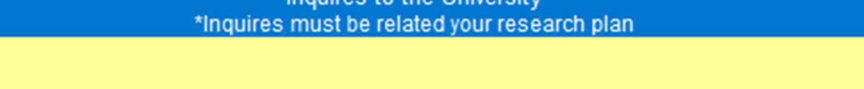
University Information		Column J	Column P	Column T	Column V
		J	P	S	T
University		(2) 大学への事前相談 (2) Prior consultation for selecting a potential supervisor			
		応募希望者へのメッセージ・アピールポイント等 Messages for prospective applicants		修士 Master	博士 Ph. D
		応募希望者からの事前相談連絡先 Contact Information for prior consultation with university			
指導教員氏名 (英語表記) Name of professor (English)	研究科ウェブサイト (英文化URL) Website for the graduate school (English)	応募希望者へのメッセージ・アピールポイント等 (英語) (任意記入) Messages for prospective applicants if any (English) (Optional)	修士課程応募希望者が指導を希望することができる教員一覧の参照先URL、資料 URL or documents to refer to a list of professors with whom prospective applicants may apply	博士課程応募希望者が指導を希望することができる教員一覧の参照先URL、資料 URL or documents to refer to a list of professors with whom prospective applicants may apply	照会先の教員名または担当窓口部署名 Please enter the name of the professor or the faculty member in charge to select a potential supervisor for prior consultation.
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 S** or **Column T**, 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