



JICA (TR) – 037/26

Deputy Secretary
Japan Branch-3
Economic Relations Division (ERD)
Ministry of Finance
Sher-e-Bangla Nagar
Dhaka-1207

স্বাস্থ্য শিক্ষা ও পরিবার কল্যাণ বিভাগ
সচিব এর দপ্তর
ডায়েরী নং ৩৬৪/২১৪/২৬
তারিখ ০৭/০৪/২০২৬

অতি:সচিব (প্রশাসন)
অতি:সচিব (চিকিৎসা শিক্ষা)
অতি:সচিব (জনসংখ্যা, প:ক: ও আইন)
অতি:সচিব (আর্থিক ব্যবস্থাপনা ও অডিট)
অতি:সচিব (ইন্ড্রস্ট)
অতি:সচিব (বাজেট)
যুগ্মসচিব (প্রশাসন অধিশাখা)
যুগ্মসচিব (পার)
যুগ্মসচিব (চিকিৎসা-শিক্ষা)
যুগ্মসচিব (পরিকল্পনা)
একান্ত সচিব

সচিব

07 April 2026

স্বাস্থ্য শিক্ষা ও পরিবার কল্যাণ বিভাগ
অতিরিক্ত সচিব (চিপি) অনুবিভাগ

ডায়েরী নং
তারিখ
যুগ্মসচিব (চিপি/নাসিং শিক্ষা)
উপ-সচিব (চিপি-১/২/নাসিং শিক্ষা/নীতি ও কার্যক্রম)
অন্যান্য
সংগত কর্মকর্তা
২২.০৪.২০২৬
অতিরিক্ত সচিব (চিপি)

Subject: Requesting Nomination for Knowledge Co-Creation Program (Long-Term) on “Universal Health Coverage Program (JFY 2026)” (PhD Course in Nursing Science) at Kagawa University

Dear Sir,

1. Announcement of Knowledge Co-Creation Program (Long-Term)

We are pleased to inform you about the above-mentioned PhD course scheduled to be held in Japan from April 2027 to March 2029. We are enclosing the General Information Booklet (G.I.) on this course for your information and further necessary action.

2. Recommendation of JICA Bangladesh Office

The Universal Health Coverage (UHC) program (PhD Course in Nursing Science) is designed for the nurses who are working in public nursing college or public medical college hospital and young or middle-career, prospective academics and expected to contribute policy formulation or its implementation for tackling sustainable development issues in Nursing field. Completion of a Master’s of Science in Nursing from National Institute of Advanced Nursing Education and Research (NIENAR) or Overseas (preferred 2 years master’s education) is desirable.

Kindly note that the participants should be below forty (40) years of age or under in principle (As of April 1st, 2027).

This program is co-organized by Japanese Universities and JICA for the participants from partner countries and offers an opportunity to study the respective academic fields in PhD degree courses, especially focusing on Global Nursing Leadership Course.

Through this program, participants will gain a deep understanding of areas pertaining to the achievement of UHC in Japan, so that they may use this knowledge to contribute to the development of home countries. Also, it is expected that participants will play a significant role as a leader in the respective fields after their return, fostering a long-lasting bilateral relationship between each respective country and Japan. Please be noted that MOHFW and JICA has been implementing “Project for Capacity Building of Nursing Services (Phase2)” with a close collaboration with DGNM, and we highly expect a candidate to contribute an enhancement of the nursing administration, education and services in this country.

The participants are expected to serve the same/similar position for a significant period after completion of training.

3. Application

One (1) seat may be allocated for Bangladesh for this training for Universal Health Coverage. We request you to send 4 (four) applications by May 05, 2026, in accordance with the selection criteria/qualification described in the section 7: Eligibility of the G.I. as attached. Please pass the above information to concerned departments of your government and request them to send an Application Form for each applicant (through ERD) to JICA Bangladesh Office.

1) Documents to be submitted

a) **Application Form:** Application Form for the Knowledge Co-Creation Program for Long-Term Participants (JICA Development Studies Program), Appendix 2

b) Graduation certificate

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

c) Academic transcript

- * Must contain all the grades earned at the university attended by the candidate
- * Officially certified copies of the original transcript
- * Written in English or accompanied with official English translation

d) **Photocopy of certificate of English Test-** JICA accepts photocopies of English proficiency certificates (IELTS 6.0 or higher) or **Duolingo English Test (IELTS 6.5 ≈ Duolingo 120–125)**

e) **A copy of Passport ID page** (for checking nationality, name, sex, and date of birth).

f) **Two (2) ID photos** (4cm × 3cm) pasted on application form (Original and copy)

g) **Health certificate** (must be taken at the time of application for entrance examination or within 6 months before coming to Japan, whichever is later, and submitted with Medical History at a later date).

h) Copy of Government Order (GO) for job confirmation

2) Required Documents for Kagawa University

a) Prospective Student Inquiry Form and Questionnaire (Excel sheet) (Appendix-3)

b) Copy of nursing license

c) Other Application Documents:

please refer to the “2027 APPLICATION GUIDE FOR ADMISSION TO THE DOCTORAL PROGRAM (School of Nursing) OF THE GRADUATE SCHOOL OF MEDICINE, KAGAWA UNIVERSITY” which will be published by June 2026. (Appendix-1 is the 2026 Application Guide for Admission for your reference. It is available Japanese only.)

4. Selection Procedures

Based on the above documents, applicants will be nominated and approved by GoB and inform JICA Bangladesh Office. The JICA Bangladesh Office will conduct a basic screening of applications to confirm whether the applicant fulfills all the requirements.

If the applicant satisfies the requirements, JICA Bangladesh Office will forward the application to JICA HQ and Kagawa University. The selection process will be conducted from February of 2026

till the end of June 2026 as per attached schedule. Therefore, nomination by the respective Department/ Ministry does not automatically guarantee the acceptance to the PhD Program.

Please be informed that applicants must follow each university's application procedure after the screening by JICA Office. If the applicants withdraw their applications after their official applications to the universities, applicants must inform their withdrawal to the university by letter.

Please find following tentative schedule:

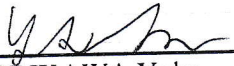
Universities With Pre-application matching Process	
Date	Process
April– May, 2026	Nomination of candidates in respective organizations
	Selection of candidates by responsible organizations in Bangladesh
	Screening by JICA Bangladesh office in charge of the country of candidates
Late May, 2026	Submission of the “Application Documents for the Application Screening process requested by the university” and “JICA Application Form” to JICA overseas office in charge of the country of candidates.
Mid June, 2026	Application screening (documents and online interview) process by the university
Mid June, 2026	Notification of the results of the Application screening process from the university through JICA overseas office
Late June, 2026	“Application Documents for enrollment as a research student requested by the university” must be submitted to university through JICA overseas office
Mid July, 2026	Notification of the University's admission result
August, 2026	Preparation for study in Japan
	Determination by JICA as KCCP (Long-term) participants
August – September, 2026	Orientation by JICA overseas office before departure
Late September, 2026	Arrival in Japan
	Orientation by JICA Domestic Offices
October, 2026 – March, 2027	Beginning of the October 2026 term at Kagawa University as a Research Student
Mid December, 2026 – early January, 2027	Application period for Official admission examination
February, 2027	Official admission examination for the Doctoral program
March, 2027	Admission permission as a Doctoral program student
April, 2027	Enrollment in the Doctoral program (School of Nursing)

As an attempt to promote Gender equality, JICA encourages women to apply for the program.

Kindly contact Mr. Sumon Chisim\, Administrative Assistant of JICA Bangladesh (sumonchisim-bd@jica.go.jp) if you have any query

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Sincerely yours,


MORIKAWA Yuko
Senior Representative
JICA Bangladesh Office

Attachment:

- 2 copies of G.I with 3 annexes.

Copy for information & necessary actions (Not according to the seniority):

1. Secretary, **Health Services Division, Ministry of Health and Family Welfare**
Kind Attn: Deputy Secretary, WHO-1, Health Services Division , Ministry of Health and Family Welfare
2. Secretary, Medical Education and Family Welfare Division, Ministry of Health and Family Welfare
3. Director General, Directorate General of Nursing and Midwifery, Mohkhali
4. Additional Secretary (Foreign Training Section), Ministry of Public Administration, Government of Bangladesh, Bangladesh Secretariat, Dhaka-1000



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

General Information for Bangladesh on Universal Health Coverage (UHC) Program Hiroshima University

Enrollment April 2026

ユニバーサル・ヘルス・カバレッジ (UHC) (2026年4月入学)

This handout provides an overview of the "Universal Health Coverage (UHC)" program/course, 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 partner 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 partner countries and Japan, and eventually to expand and strengthen bilateral ties between the partner countries and Japan.

Each country may have its own schedule and/or qualifications for the program. With regard to additional information, please contact JICA overseas office in your country.

Background

What is JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released 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)

JICA-DSP is being carried out by JICA as part of official development assistance (ODA) by the government of Japan. JICA-DSP is offered for international scholars accepted as the participants of JICA's Human Resource Development Project who are enrolled in a degree program at a Japanese university.

<https://www.jica.go.jp/dsp-chair/english/dsp/overview/index.html>

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1. Overview

Since 1954, JICA has provided training programs as part of technical cooperation in various fields. In order to further strengthen networks between the target countries in respective fields and to foster young and mid-career bureaucrats, academicians and leading human resources who are capable of influencing policy making processes or contributing to socioeconomic development in their countries, JICA has established the JICA Development Studies Program (JICA-DSP).

The program, "Universal Health Coverage (UHC)," was established in Japanese Fiscal Year (JFY) 2020 under the framework of JICA-DSP.

Participants of the UHC program will enroll in Master's/Ph.D. courses related to UHC and have the chance to learn from Japanese developmental experiences through a special curriculum offered by the JICA-DSP.

2. Objectives

- (1) To strengthen the health policy formulation and the implementation and service provision capacity in the Government or academic/health institutions and other relevant organizations to contribute to attain UHC in respective partner countries.
- (2) To build and strengthen strategic partnership between partner countries and Japan.

3. Course Outline

for Master's course: Master of Science in Nursing

for Ph.D. course: Doctor of Philosophy in Nursing

Acceptable University is Hiroshima University, Graduate School of Biomedical and Health Sciences, Division of Integrated Health Sciences, Program of Health Sciences.

【Introduction of Graduate School of Biomedical and Health Sciences】
[Introduction of Graduate School | Hiroshima University](#)

【Laboratory Information】
[Michiko Moriyama Laboratory | Hiroshima University Graduate School of Biomedical and Health Sciences, Department of Adult Nursing Development, Professor: Michiko Moriyama \(hiroshima-u.ac.jp\)](#)

For details, please visit: <https://www.hiroshima-u.ac.jp/en/bhs/admission>

Note: Please accept that the supervisor will change during the training period. As Dr. Moriyama will retire at the end of March 2027, Dr. Moriyama will serve as the faculty advisor from April 2026 to the end of March 2027. Therefore, a professor of Adult Nursing will be the faculty advisor from April 2027 onward.

4. Duration

3 years for Ph.D. Course.

5. Number of Participants

Ph.D. Course: 1 participant from Bangladesh

6. Language to be used in this Program

English

7. Eligibility

Candidates must satisfy the following requirements:

(1) **Current Duties:** young or mid-career government officials, prospective academics, or personnel from private institutions who are expected to contribute policy formulation or its implementation for tackling sustainable developmental issues related to UHC.

(2) **Nationality:** citizen of the above eligible country for Japan's ODA

(3) **Age:**

For Ph.D. programs: In principle, thirty-five (35) years of age or younger (as of April 1st, 2026, the year of admission).

*However, under certain circumstances, candidates over the age mentioned above may be accepted. Please contact our JICA office for more information.

(4) **Educational Background:**

For Ph.D. programs: a Bachelor of Science in Nursing and Master's Degree holder, especially the Master's Degree from National Institute of Advanced Nursing Education and Research (NIENAR) or Overseas (preferred 2 years master's education) is desirable.

(5) **Qualification:**

Possess a nurse's license.

(6) **English Proficiency:**

Adequate English skills both in written and oral communication to complete Master's and/or Ph.D. courses with skills equivalent or exceeding the followings;

Be sure to submit an original transcript of the External English language examinations that meets a score of A2 level or higher in "The CEFR Comparison Table", or the standard of "The English Language Proficiency Tests designated by the Graduate School of Biomedical and Health Science". If you are unable to submit this document, you will not be eligible to take the examination.

Level A2 or higher

	Master's course	Ph.D. course
Cambridge English	120-139 or higher	120-139 or higher
EIKEN test ※Includes S-CBT	Grade Pre-2 or higher	Grade Pre-2 or higher

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GTEC (CBT Type Only)	690-959 or higher	690-959 or higher
IELTS TM (Academic Module)	B1:4.0 or higher	B1:4.0 or higher
TEAP (4skills)	135-224 or higher	135-224 or higher
TEAP CBT (4skills)	235-415 or higher	235-415 or higher
TOEFL iBT	B1:42 or higher	B1:42 or higher
TOEIC Listening & Reading Test and TOEIC Speaking & Writing Tests ※	625-1145 or higher	625-1145 or higher
TOEIC L&R IP/L&R	450 or higher	450 or higher

※For TOEIC®, both L&R and S&W certificates are required. Please add up S&W score multiplied by 2.5 to L&R score
 ※For TOEIC Official Score, submission of the Digital Official Score Certificate is also acceptable.

- (7) **Physical Presence:** must physically come to Japan to carry out research activities to complete this program.
- (8) **Gender Equality and Women's Empowerment:** JICA seeks more female candidates 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 candidates regardless of their sexual orientation or gender identity.
- (9) **Others:** must not be receiving nor plan to receive other scholarship during the program.

8. Admissions

Candidates must be selected as *JICA's official candidate* through JICA's internal selection procedure and must pass the general entrance examination¹ of Hiroshima university, including examinations to enter the candidates' desired course of study.

9. Application Guidelines

Candidates must apply through the procedures as described below, which are requirements by both candidate's government and the Government of Japan for the Official Development Assistance.

(1) Procedures and Required Documents for Application:

Each candidate is required to submit the "Application Documents²" listed in (2) below to JICA overseas office in charge of the candidate's country.

(2) Application Documents:

Note:

- In addition to the application documents required by the university, a separate application to JICA as outlined below is also necessary.
- **If you have any questions, please contact each JICA overseas office first. Please refrain from contacting the Hiroshima university directly from candidates in the selection process.**

- 1) Application Form for the Knowledge Co-Creation Program for Long-Term

¹ The results of JICA's screening procedure and University's general entrance examination will not accept any inquiry.
² Submitted documents will not be returned.

Participants (JICA Development Studies Program), Appendix 1

- 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 candidate
 - ** Must be issued from the applicant's place of graduation and carry an official seal from the dean or president of the university or college
 - *** Written in English or accompanied with official translation in English
- 4) Certificate of English Test
 - * Although JICA accepts photocopies of English proficiency certificates, only original the University accept only original certificate of English Test.
 - ** Transcripts from online home examinations cannot be utilized.
 - *** Only transcript of external English language examinations is acceptable.
 - **** Transcript of external English language examinations should be submitted by the deadline of the application of Hiroshima University.
- 5) A copy of Passport or ID with photo (for checking nationality, name, sex, and date of birth)
- 6) Two (2) ID photos (4cm × 3cm) pasted on application form (Original and copy)
- 7) Health certificate: must be taken at the time of application for entrance examination or within 6 months before coming to Japan, whichever is later, and submitted with Medical History at a later date.³

The following documents are required for submission to Hiroshima University.

Please refer to **Appendix 2**, which provides a list of deadlines based on the schedule from the previous year, for your reference.

Candidates can download and use the prescribed form on the Hiroshima University website. Documents are submitted based on the specified template.

<https://www.hiroshima-u.ac.jp/en/bhs/admission/schedule/>

Please note that the website and application guidelines for the December 2025 entrance examination are scheduled to be updated around October 2025. Therefore, please be aware that additional application documents or changes may be required.

The following documents are required for Bangladesh only.

³ If the candidate passes the university entrance examination, a health certificate of JICA format will be required. Without the certificate, admission may become rejected.

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8) Copy of Government Order (GO) for job confirmation ※Bangladesh only

(3) Procedures in General:

Based on the above documents, candidates are nominated and endorsed by their country's government, and later approved by JICA⁴. After this procedure, screening will be conducted at the university.

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

Candidates must follow the university's application procedure after the screening. If the candidates withdraw their applications after their official applications to the university, candidates must inform their withdrawal to the university by letter.

(4) Points to be Noted regarding Procedures

Fees for English proficiency test or other necessary fees for preparation of application documents can be reimbursed by JICA only within the same Japanese fiscal year (from 1st April to 31st March of 2026) 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.

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. The reason for the decision will not be disclosed.

10. Schedule

The schedule is subject to change. For the schedule related to the Hiroshima University, please visit:

[Entrance examination schedule | Hiroshima University](#)

*Enrollment schedule of the **April 2026's admission will be posted around the October, 2025.**

Please also refer to **Appendix 2**, which provides a list of deadlines based on the schedule from the previous year, for your reference.

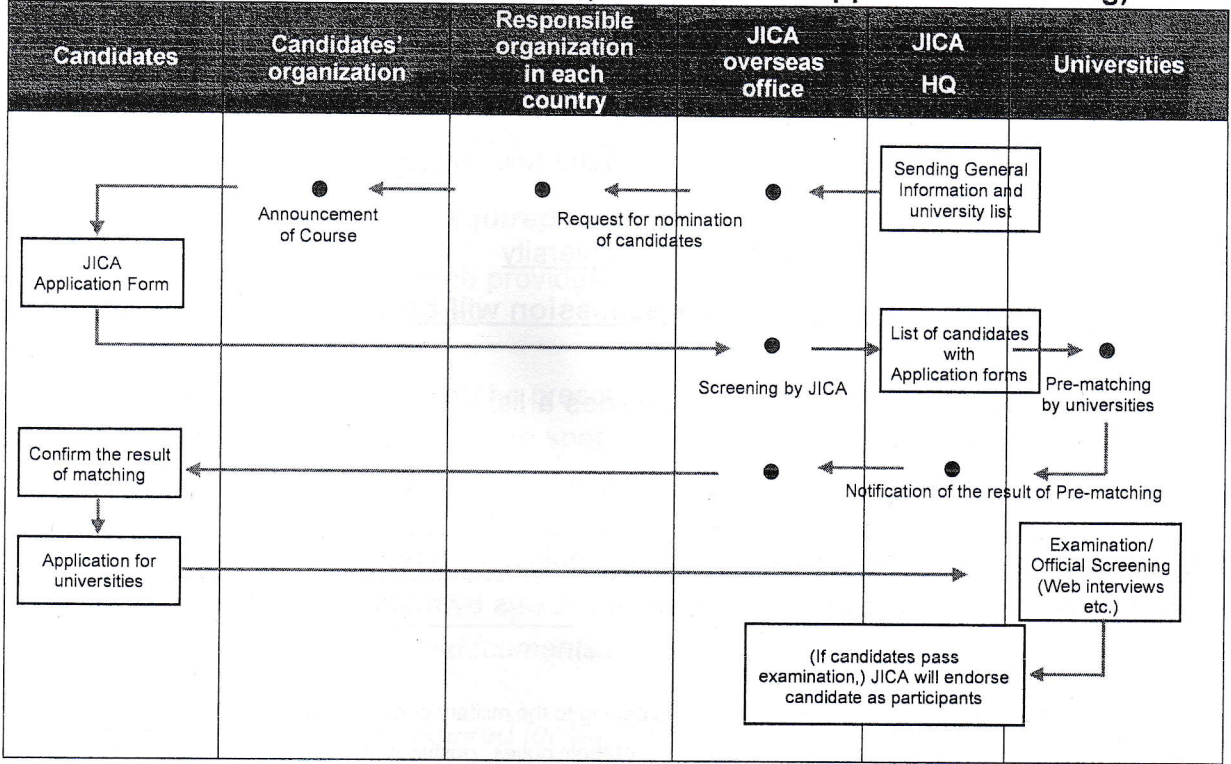
Date	Process
By the end of September 2025	Nomination of candidate applicants in respective organizations
	Selection of candidate applicants by responsible organization

⁴ The Government of Japan will examine candidates 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.

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	*"Application Documents" must be submitted to JICA overseas office
October 2025	Screening by Hiroshima University and JICA Notification of the result of screening through JICA overseas office
Late October 2025	Preliminary Evaluation for Application Eligibility
Late November 2025	Application procedure for Hiroshima University
Early December 2025	Examination (Online interview) by Hiroshima University
Late December 2025	Announcement of successful applicants by Hiroshima University JICA's decision on Acceptance * JICA shall determine whether the candidate is eligible to participate in training in Japan. JICA shall make a decision on acceptance 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
March 2026	Orientation is conducted by JICA overseas office before departure
	Arrival in Japan (Tentative)
	Orientation is conducted by JICA
April 2026	Enrollment

JICA Program Application Flowchart (In Case of Pre-Application Matching)



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11. Expenses To Be Borne By JICA⁵

Under the JICA Long-term Trainee Allowance standards, JICA will cover expenses and provide allowances to participants accepted to the program/course. 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 universities
Living Allowance	JPY 143,000–148,000 per month*	Every month via university
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	

*Varies according to living area in Japan, type of accommodation, etc.

**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 the university is required.

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

12. Expenses NOT To Be Borne By JICA⁶

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 candidate'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 180 days
- (17) National Health Insurance fee

Note: If participant does not follow the regulation of JICA, the participant may have to bear such other costs of necessary expenses.

13. Conditions for Participation⁷

The accepted candidates/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 participants 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 candidates 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

⁷ 記載必須。本内容はアプリケーションフォーム様式にも記載有。

information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan,

- (17) to submit a Health Certificate in JICA format at the candidate's expense, when the candidate applies to the entrance examinations or within 6 months before arrival in Japan, whichever is later.
- (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 scholarship 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, and duration of acceptance as a regular student is based on the course years determined by the university.

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CORRESPONDENCE

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



Application Guideline for the JICA Knowledge Co-Creation Program

This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) 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.

Form	Filled by
Form1. Official Application Form	<ul style="list-style-type: none"> To be filled by applicant and supervisor of the applicant* To be signed by supervisor of the applicant Official stamp of organization of the applicant is needed.
Form2. Individual Application Form	Applicant
Form3. Questionnaire on Medical Status and Restrictions	Applicant
Form4. Terms and Conditions, and Declaration	Applicant

*Supervisor: the head of the department/division of organization of the applicant.

Please be advised;

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in English.
- (d) To attach applicant's photograph (data/actual photograph),
- (e) 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;

- (g) To prepare a copy of your passport,
- (h) To confirm the application procedure stipulated by your government,
- (i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure,
- (j) 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	Select
2. Applicant's signature	Form 2, 3, 4	Select
3. Signature of supervisor of the applicant*	Form 1	Select
4. Official stamp of your organization	Form 1	Select
5. Applicant's photo	Form 3	Select
6. Relationship with the Military	Form 2	Select
7. Dietary Restrictions	Form 3	Select
8. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	Select

*Supervisor: the head of the department/division of your organization

Note for Applicants from Latin American and the Caribbean Countries:

- (1) If applicant is 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 applicant's passport (i.e., the two pages that include the applicant 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.

- (2) If applicant is 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 the applicant's passport (i.e., the two pages that include the applicant's photograph and the applicant's detailed passport information).

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



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Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM

*To be signed by the applicant's supervisor (the head of the relevant department / division of the applicant's organization).

1. Course Title (as shown in the GI)

2. Course Number (the number as "xxxxxxxxJxxx" shown in the GI)

3. Course Duration (DD/MONTH/YYYY)

From / / To / /

4. Country

5. Name of Applying Organization

6. Name of the Nominee(s)

1)
2)
3)
4)

7. Reason for nominating the Applicant

Please describe the reason(s) why the applicant was selected, referring to the following points; 1) Program requirement, 2) Capacity/Position, 3) Future plan to be done by the applicant after the KCCP, 4) Future plan of your organization and 5) Others.

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8. Expectation and Future Plan of Actions

Please describe how your organization shall make use of the expected achievement of the Applicant after the program, in addressing the said issues or problems

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9. Confirmation by the organization in charge

Our organization hereby applies for the Knowledge Co-Creation Program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:	-- Select-- / -- Select-- / -- Select--	Signature:	
Name:	Official Stamp		
Title / Position			
Department / Division			
Office Address and Contact	Address:		
	Tel:	E-mail:	Fax:

(If necessary) Confirmation by the organization in charge

I, as a supervisor, have examined the documents in this form and found them true. Accordingly, I agree to nominate this person(s) on behalf of our government.

Date:	-- Select-- / -- Select-- / -- Select--	Signature:	
Name:	Official Stamp		
Title / Position			
Department / Division			

By Nominator (head of relevant department/division)

Date	-- Select-- / -- Select-- / -- Select--
Name	
Title/Position	
Signature	



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Application form for the JICA Knowledge Co-Creation Program:

Form2. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

1. Course Title (as shown in the GI)

2. Course Number (the number as "xxxxxxxxJxxx" shown in the GI)

Attach applicant's photograph (data/actual photograph)

(taken within the last six months)

Size: 4.5x3.5cm

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

First Name

Middle Name

2) Nationality (as shown in the passport)

3) Sex (for VISA application)

4) Date of Birth

Day	Month	Year	Age (as of the date of the form)
-- Select--	March		-- Select--

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5) Passport/Visa

Passport possession	-- Select--	Expiry date of passport	Day	Month	Year
USA visa possession	-- Select--		-- Select--	-- Select--	-- Select--

*Applicants from Latin American and the Caribbean Countries 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:		

7) Present Position

Organization		
Year that entered the organization	-- Select--	
Department / Division		
Title		
No. of years of service in the present position	Number of Years	From (Year)
	-- Select--	
Type of Organization	Please select	
Number of employees	-- Select--	
Website URL		

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

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Must select!

-- Select--	Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register)
-- Select--	Personnel of the Ministry of Defense, or organizations under the Ministry of Defense
-- Select--	Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency
-- Select--	Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations
-- Select--	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)

*Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part

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

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

Institution	City/ Country	Period				Degree	Major
		From Month/Year		To Month/Year			
		-- Select--		-- Select--			
		-- Select--		-- Select--			
		-- Select--		-- Select--			

3) Experience of Training or Study in Foreign Countries (including all the training experience in JICA's programs)

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Only Applicants for KCCP (Group and Region Focused) are required to fill in this part

Institution	City/ Country	Period				Field of Study/Study Program Title	
		From Month/Year		To Month/Year			
		-- Select--		-- Select--			
		-- Select--		-- Select--			
		-- Select--		-- Select--			

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4) Language Proficiency (Self-Assessment)

1) Language to be used in the course (as shown in GI)		
Listening	Select	
Speaking	Select	
Reading	Select	
Writing	Select	
Language Test Scores if any (ex. TOEFL; TOEIC, etc.)	()	
2) Mother Tongue	()	
3) Other languages	()	

【Criteria for Assessment of Language Proficiency】

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

Handwritten initials or mark in the top right corner.

1) Current challenges in the organization in relation to the theme of the KCCP you are applying:

Describe the issues that your organization/department intends to tackle by participating in this program.

2) Main duties of Applicant:

Describe your main duties and responsibilities in relation to this program.

3) Relevant Experience of Applicant:

Describe previous occupational experiences that is highly relevant in this program.

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4) Your individual Goal:

Elaborate on the applicant's plans to apply the lessons learned from this program to the applicant's organization.

5) Area of Interest and/or your expectation:

Specify the applicant's particular interest with reference to the contents of this program

By Applicant

Date	-- Select-- / -- Select-- / -- Select--
Name	
Title/Position	
Signature	



Handwritten marks in the top right corner.

Application form for the JICA Knowledge Co-Creation Program:

Form3. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION

(Self-Declaration)

Please notify JICA staff of any changes in your health condition after submission of the form. This information is important for ensuring appropriate support during your stay in Japan. Please provide accurate details.

1. Present Medical Status

- (a) Have applicant taken any medicine or had a medical checkup by a physician for your illness such as diabetes, hypertension, asthma, etc.?

Please Select "No" or "Yes"			
Name of illness		Name of medicine	
If yes, please attach doctor's letter (preferably, written in English) that describes the current status of the applicant's illness, and gives agreement to the travel to Japan and your participation in the program. Even conditions requiring long-term periodic follow-ups such as annual check-ups need to be listed as well.			

- (b) Does applicant have any allergies with medicine, food, pollen, etc.?

Please Select "No" or "Yes"
What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? If you have had anaphylaxis in the past, please specify.

- (c) Please indicate any needs arising from disabilities that may require additional support or facilities.

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

2. Medical History

(a) Have applicant had any illness including heart, hepatic, kidney disease or other serious conditions?

Please Select "No" or "Yes"	
Please specify	
If yes, please attach doctor's letter (preferably, written in English) that gives agreement to the travel to Japan and your participation in the program.	

(b) Have applicant or/and the applicant's family members had tuberculosis?

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

Please specify	
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(d) Have applicant ever had any sleeping, eating or other disorders?

Please specify	
Name of medicine	

3. Dietary Restrictions

Are there any dietary restrictions? (e.g., beef, pork, etc.)

If you have any allergies, please provide detailed information to question 1(b)

Please specify	
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4. Pregnancy

Is applicant pregnant?

Please Select "No" or "Yes"

If yes, please attach doctor's letter (preferably, written in English) that describes the current status of the applicant's pregnancy, and gives agreement to your participation in the program. If you find out that you are pregnant after submitting this form, please make sure to inform the JICA office immediately.

Weeks of pregnancy	-- Select --	weeks
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5. Other Medical Issues/Conditions

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

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The applicant certify that have read the above instructions and answered all questions truthfully and completely to the best of the applicant's knowledge.

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

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

The applicant may not be possible to purchase pharmaceuticals, medical equipment, etc. in Japan, due to Japanese laws.

By Applicant

Date	-- Select-- / -- Select-- / -- Select--
Name	
Title/Position	
Signature	

You are required to report your up-to-date medical condition, and promptly report any changes to your medical condition, to the JICA office prior to participation in the program. This obligation exists to prevent health risks that may arise if reporting is not completed.



Application form for the JICA Knowledge Co-Creation Program:

Form4. TERMS AND CONDITIONS

I understand and fully agree to the following terms and conditions set forth below, and hereby declare by sign and date at the bottom.

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
- (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 of the
- (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 or JICA's regulations, or the participants commit illegal or any type of immoral conduct including sexual harassment, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "3. Expenses", "Administrative Arrangements" in General
- (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
- (10) not to drive a car or motorbike, regardless of an international driving license
- (11) to observe the rules and regulations at the place of the participants' accommodation,
- (12) to refund allowances or other benefits paid by JICA in the case of a change in
- (13) to promptly notify JICA in the case that there are any changes in the health status) since the time of application (such as changes requiring medical attention due to illness or discovery of pregnancy).

The definition of sexual harassment, the KENSHUIN GUIDEBOOK, and the reference video are available at the link below:

<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.html>

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:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of the Personal Information grants permission for its disclosure to a third party;
- (c) 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).

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)

- (2) 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)' works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
- (3) 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).
- (4) 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.

5. Health condition

It is evident that moving to a different environment can affect your physical and mental health compared to living in your home country, even under normal circumstances.

Pregnancy—regardless of the stage—may pose health risks to both mother and child. Our approach prioritizes the health and safety of both. In addition, medical expenses related to pregnancy, childbirth, and care for the child (or fetus) are not covered by the insurance provided by JICA. If the participant's stay in Japan needs to be extended, the associated living expenses will also not be covered, which could result in a significant financial burden on the participant.

Given the above circumstances, pregnant applicants are required to promptly schedule a All individuals with pre-existing conditions must notify JICA in advance. (Please complete Form 3)

Pre-existing conditions :Chronic diseases, Conditions currently under treatment and Past illnesses that have resolved.

It is required to submit a medical certificate from your doctor confirming that you are medically cleared to take part in the KCCP in Japan.

Medical expenses related to pre-existing conditions are not covered by the insurance

It is important to understand that failing to provide your health information in advance may lead to situations where, despite our best efforts to prioritize your safety, effective intervention could become extremely difficult.

For further details, please refer to KENSHUIN GUIDE BOOK Medical Services.

DECLARATION (to be signed by the Applicant)

- I understand and fully agree to the formentioned terms and conditions stipulated article 1 to 5.
- I will be subject to any penalties imposed as a consequence 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 purpose above is as described in "4":

• 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

Agree Disagree

Date	-- Select-- / -- Select-- / -- Select--
Name	
Title/Position	
Signature	