# JDS Application Guidelines



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The Project for Human Resource Development Scholarship by Japanese Grant Aid in Senegal 2022

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## For Inquiries: JICE JDS Project Office in Senegal

JDS Website: https://jds-scholarship.org Email: jds.senegal@jice.org TEL: +221 78 431 13 31 Office Hour: 8:30-12:30 / 13:30-17:00, Monday to Friday 131 Cité Keur Gorgui (9F, Same Bldg. as Supermarket Auchan), Dakar, Sénégal

## I. Application Guidelines

## **1.** About JDS Scholarship

The Project for Human Resource Development Scholarship by Japanese Grant Aid (JDS) was launched by the Government of Senegal with the assistance of the Government of Japan in 2022



**JDS** is funded by the Government of Japan through its ODA (Official Development Assistance) budget.



**JDS** targets young government officials and others who are expected to play a leadership role in the development of their countries.

JDS provides scholarships to Sennegal government officers to study at two-year Master Degree courses (instructed in English) of Japanese universities.\* Some courses are completed in one year.

#### **Objectives of JDS**

#### To support for Human Resource Development

JDS's objective is to strengthen the government's administrative capacities in Senegal through providing the opportunity to obtain the Master's degree to the young capable government administrators who are expected to engage in formulating and implementing social and economic development plans and to play a leadership role in the development of the country.

#### To Enhance Bilateral Relationships

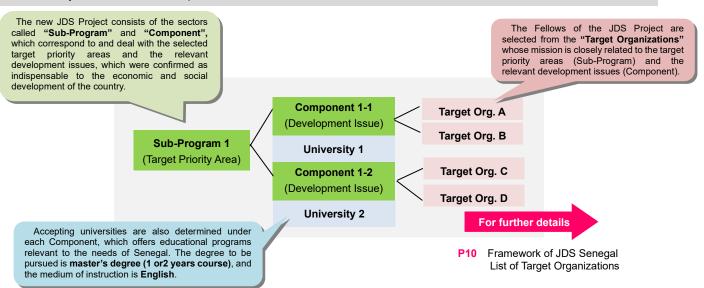
JDS fellows are expected to solidify foundations to further bilateral relations with Japan by utilizing their human network developed through academic and social activities while in Japan.

#### 2. System of JDS Senegal

#### The JDS Project was introduced to Senegal in 2022...It gives its importance on "selection and concentration" on the target priority issues to

enhance effectiveness and efficiency of the program. A single program (One phase) is designed to acceptfour batchesof Fellows (Fellows

in each fiscal year constitute one batch).



#### Beneficiaries of JDS

For the participants (JDS Fellows) JDS Fellows will acquire expertise to use for policy making and

institutional building for the development of their country, and also build human network in and out of Japan through the twoor one year study in Japan

#### For the organizations (The Fellows' workplace)

The Fellows' workplace will attain highly-capable and motivated returnees (JDS Fellows) who can effectively contribute to the organizational missions

#### For the Country (The Fellows' country)

The Fellows' country will improve institutional capability of the target organizations which leads to foster country's development



## **3.** Applicant Eligibility

Nationality	Citizens of Senegal
Age	Between 22 and 45 years old as of April 1st, 2023 (Born on/after April 2, 1978 and born on/before April 1, 2001
Academic Background	<ul> <li>Posses a Bachelor Degree authorized by the Government of Republic of Senegal or other countries</li> <li>16 years of formal education is required (in principle), however, relevant academic/research career or working experience can be considered as the alternative to meet the requirement.</li> </ul>
Work Experience	<ul> <li>Currently employed in the Target Organizations as a full-time employee (Except contract staff).</li> <li>Required at least 4 (four) years of work experience including a period of probation as full-time employee in the target organizations at the time of application (Part time jobs and volunteer activities are not counted as work experience).</li> <li>[Applicants to Tropical course for Nagasaki Univ.] MUST have at least 2 years of clinical experience as a medical doctor</li> </ul>
English Proficiency	Have a good command of both written and spoken English. TOEFL iBT 80 / IELTS 5.0 or equivalent is <b>preferable (not required)</b>
Health Condition	Mentally and physically in good health.
	A person corresponds to the followings is not eligible to apply
	<ul> <li>Those who are currently receiving (or is scheduled to receive) another scholarship (including other scholarships of Japan).</li> </ul>
Ineligibility	<ul> <li>Those who have obtained a master's or higher degrees overseas under the support of foreign scholarship.</li> </ul>
	<ul> <li>Military personnel and military civilian employees registered on the active list, and also personnel on temporary leave from the active list</li> </ul>
Others	<ul> <li>Successful applicants are required to submit an undertaking on the conditions deemed necessary as fellows under the JDS project.</li> <li>JDS fellows are required to return to Senegal after completing the degree program and work for at least four (4) years in their organization in order to contribute to the development of Senegal and the friendly relations between Senegal and Japan.</li> <li>Female officers are encouraged to apply.</li> </ul>

## 4. JDS Operating Committee (OC)

JDS Operating Committee (OC) is the decision-making committee of JDS Project. It consists of both members of Senegal and Japanese governments. The OC not only sets the framework and selection policies but also evaluates candidates in final selection.

JDS Operating Co	mmittee (OC)	Senegal
★ Government of Senegal	•	Government of Japan
Direction of Technical Cooperation, Secretary General of the Presidency Ministry of Finance and Budget		Embassy of Japan in Senegal
Ministry of Foreign Affairs and the Senegalese Diaspora Ministry of Economic Planning and Cooperation Ministry of Public Service and Public Service Renewal Minisry of Health and Social Action Operational Monitoring Office of the PSE		JICA Senegal Office

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JICE

JICE (Japan International Cooperation Center)

JICE supports a smooth implementation of JDS project, which covers a wide range of services such as arrangements of recruitment and selection, and assistances for JDS Fellows studying in Japan

## **5.** Selection Process

Schedule	Steps	Description	
March-April, 2023	Application	Closing Date: 4:30 p.m. on April 21(Fri), 2023	
		Further details → P6"Application Documents"	
End of Apr-Early May,2023	Academic aptitude test	English Test and Math tests <sup>1</sup> . The test results will be reviewed by the test results	
		universities in later selection stages	
May, 2023	1 <sup>st</sup> Selection	Document Screening: Application Documents and research plan will be	
		examined by the Japanese universities.	
Early May, 2023	Health Checkup	The backbacker will be emerged at a backback in Delver	
		The health checkup will be arranged at a hospital in Dakar	
Mid of May, 2023	2 <sup>nd</sup> Selection	Technical Interview: Faculty members of the Japanese Universities will visit	
		Dakar to conduct their interview exams.	
Early June, 2023	3 <sup>rd</sup> Selection	Comprehensive Interview: The Operating Committee members will conduct	
		the interview exams.	
Early June, 2023	Approval by the OC	Successful candidates will be approved and notified	
Jun, 2023	Application Procedure	JICE will support application for each university	
Jun– Jul, 2023	Japanese Language Training	g Provided to successful candidates in Dakar.	
Jul, 2023	Orientations	Provided by JICA, DCT and JICE	
Aug, 2023	Departure for Japan	JICE will arrange air-ticket, visa, and also support after the arrival in Japan	

#### <Important Notes>

- ✓ All the selection costs will be covered by JDS project.
- ✓ Limited transportation and accommodation allowance will be provided to candidates coming from provincial areas for the selections.
- ✓ Application Documents will not be returned (Please keep a copy of your documents for yourself)
- ✓ Application Documents with false statements or plagiarism will be immediately disqualified
- $\checkmark$  A result of each selection will be announced to all candidates by Email or call
- $\checkmark$  In principle, reasons of the selection-results will not be disclosed.



**TOEFL & Math test** 



1<sup>st</sup> Selection Document Screening



2<sup>nd</sup> Selection Technical Interview



**3<sup>rd</sup> Selection** Comprehensive Interview

<sup>&</sup>lt;sup>1</sup>Applicants for the following components will be exempted from the Math test. CP1-3 <u>Improvement of Health Care and Social</u> <u>Protection (Nagasaki University)</u>,.

## 6. Selection Criteria

Selection process	Criteria	Intent and Purpose	
1 <sup>st</sup> Selection Document Screening	<ul> <li>Academic records and background</li> <li>Possibility of future contribution by utilizing acquired knowledge</li> <li>Contents of Research Plan</li> <li>Relevance between Research Plan and Sub-Program / Component (Development issues set by JDS)</li> <li>Reference Letter (Annex in the Application Document)</li> </ul>	The Japanese universities evaluate applicants' basic knowledge, ability and academic background. Compatibility to the university course will be also examined.	
2 <sup>nd</sup> Selection Technical Interview	<ul> <li>Academic background and learning ability</li> <li>Capacity for completing the study in Japan</li> <li>Possibility of contributing to the development of the country</li> <li>Compatibility to the university course</li> </ul>	The universities mainly evaluate <u>academic</u> <u>knowledge, candidates' idea about research plan,</u> etc. Communication and logical thinking skills are also checked through the interview.	
3 <sup>rd</sup> Selection Comprehensive Interview	<ul> <li>Possibility of contributing to the development of the country and strengthening bilateral relations with Japan</li> <li>Capacity to utilize outcomes of the study over the long term</li> <li>Capacity for completing the study in Japan</li> </ul>	After the universities check the candidates' academic abilities, the Operating Committee evaluates the candidates' capacity of future contribution to the development of the country and strengthening bilateral relations with Japan such as purpose of study in Japan, career plan after the study, etc.	

\* The English and math test results will be reviewed by the universities in the selection stages

## 7. Award Benefits

The awards are offered for the minimum period necessary for the individual to complete the academic program specified by JDS project. The following benefits generally apply:

- Full tuition fees
- Air fare
- Arrival allowance
- Accommodation allowance
- Monthly Scholarship
- Book allowance
- Shipping allowance
- Travel and seminar attendance allowance
- Overseas travel insurance
- Supports from the agent
  - Finding accommodation
  - · Initial settlement of your life in Japan
  - · Emergency situation etc.



## 8. Important JDS Rules

JDS has specific rules in order to realize its project goals and to ensure favorable study environment for the Fellows.

#### Before departure

 JDS Fellows must submit a JDS pledge to the Operating Committee to commit themselves to follow JDS Rules.

#### During the stay in Japan

- The Fellows are allowed to bring their family members to Japan only after 3 months from the date of arrival.
  - The Fellows are prohibited from
    - Working
    - · Driving motor vehicles, and
  - Applying for further studies such as a doctoral course in Japan
- The Fellows must complete the study within the predetermined period of study, and return to his/her country immediately after the study completion.

#### After returning to home country

- The Fellows must attend a report back meeting held by the Operating Committee.
- The Fellows are obliged to return and work within Senegal at least 4 (four) years in the Target Organizations in compliance with the Act of Pledge required by the Ministry of Education, Youth and Sport.

Further details will be explained in an orientation conducted after the selection.

## **II. How to Succeed in Application**

## **1.** Application Documents

All applicants are required to submit a set of necessary documents. Please follow the instructions below.

#### 1) Application Documents

Application Form (AF) and other designated forms can be downloaded from JICA website

#### 2) Precautions

- Original must be submitted to your organization but PDF of original should be submitted by email to JDS Project Office.
- Final Candidates will be required to submit original or attested original University diploma and University transcript.
- All documents written in other language than English need official English translation. (Self-translation is not acceptable.)
- Use only A4 size paper for all copy sets.
- Do not staple the documents. Put a paperclip on them instead.
- Submit "<u>Reason Letter</u>" in case where wrong information (e.g. wrong spelling of name, birthday, etc.) is contained in the ID and official documents <u>due to administrative errors</u>.
- Make your own extra copy of the Application Documents before submission.

#### 3) List of Application Documents

Doc No	Application Documents	Remarks	Original/ Certified Copy <u>TO Your</u> <u>Organizati</u> <u>on</u>	PDF of Original <u>TO JICE</u>
1	Checklist of Application Document	This list is enclosed in the set of Application Form (AF)	1	1
2	Application Form (AF) (Designated form)	Undersign all the pages of AF	1	1
3	Photo (4cm x 3cm)	-Taken within the past 3 months	1	1
4	University Diploma / Certificate of degree (Bachelor's degree)	<ul> <li>Must contain all the grades earned from the university.</li> <li>Must be <u>Officially Certified.</u> A copy of "Officially certified copies of the original" is acceptable</li> </ul>	1	1
5	University Transcript (Bachelor's degree)	- Must be Written in English or be accompanied <u>with official</u> translation in English.	1	1
6	Reference Letter "Annex" (Designated form)	<ul> <li>Filled out by the current supervisor.</li> <li>Written in English or accompanied with official translation.</li> </ul>	1	1
7	Employment Certificate (Designated form)	Signed by the designated official (e.g. Director General of Personnel Department).	1	1
		Submit ONE of the following documents		
8	Personal ID Document	Passport (First and last pages) *prefereble	1	1
		□ National ID card (attach official English translation)	1	1
9	Questionnaire on Health Condition	About "Health Condition" The form is enclosed in AF	1	1
10	[If Any] Valid Official Certificate of TOEFL or IELTS	<ul> <li>Scores obtained within 2 years as of May 31st, 2023 are valid</li> <li>TOEFL Prediction is not be accepted</li> <li>Original certificate is acceptable (copy cannot be accepted)</li> <li>Those who submit the valid score do not have to take the English exam arranged by JDS Project Office</li> </ul>	1	1

\*Final candidates must submit an attested original of their diploma and academic transcripts.

#### [Applicants to CP 1-3 Nagasaki University]

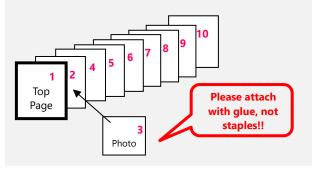
- International Health Development Course and Health Innovation Course are 2 years course but Tropical Medicine Course is 1 year course.
- Applicants for Tropical Medicine Course must have at least 2 years of clinical experience as a medical doctor.

#### 4) Arrangement of Application Documents

Arrange a set of application documents following a manner of arrangement below. The document No. below corresponds to the ones in the table "3) List of Application Documents" on **P6**.

## 1 Original Set

- 1. Check List of Application Documents ← Top Page
- 2. Application Form (AF)
- 3. Photograph (4 cm×3 cm)
- 4. University Certificate/Diploma
- 5. University Transcripts
- 6. Reference Letter (Annex)
- 7. Employment Certificate
- 8. Copiy of Passport or ID
- 9. Questionnaire on Health Condition
- 10. [If any] Valid Official Certificate of TOEFL or IELTS



#### 5) Submission of Application Documents

#### Important Notice

- · Application lacking of necessary documents will not be accepted.
- · Application after the deadline will not be accepted.
- · Application will be disqualified in case false statements or plagiarism is found.
- Application Documents will not be returned for any reasons.



## Deadline for Application Submission

Deadline for Application: 4:30 p.m. on April 21st (Fri), 2023

 $\textbf{Original} {\rightarrow} \textbf{To General Secretary of the Government}$ 

PDF of Original <u>by Email</u>→To JICE JDS Project Office in Senegal

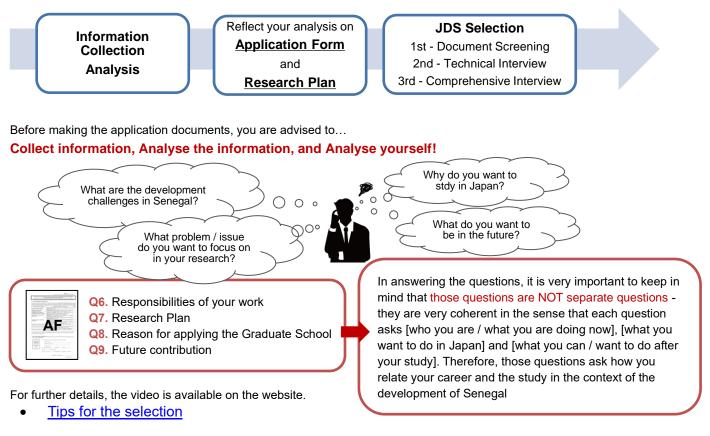
**JICE JDS Project Office in Senegal** 

131 Cité Keur Gorgui (9F Same Bldg as Supermarket Auchan), Dakar, Sénégal

TEL 0+221-78-431-1331 / Email jds.senegal@jice.org Office Hour: 8:30 - 12:30 / 13:30 - 17:00, Monday to Friday

## 2. Tips on Application and Selection (Reference)

<u>The better you prepare for the Application Documents, the more chances to pass the selection you have</u>. Here are some tips on the preparation of Application Form (AF) and Research Plan (RP).



## **3.** Guidelines for Writing a Research Plan

The tips on how to prepare a research plan are available in this video. It is recommended you watch it for your preparation.

- How to write a research plan
- ♦ What is research?
- ♦ How important is the research plan in the JDS selection?
- How and what theme should be addressed?
- ♦ How to review the previous studies? What is "hypothesis"? etc.

#### Warnings about "Plagiarism"

"Plagiarism" is <u>a serious offense</u> in the academic field. <u>Plagiarism means using other person's ideas and words</u> without explicitly acknowledging the source of that information.

You may be disqualified from the selection, or even be discharged from the university, if the plagiarism is found in your research plan, or academic work at the university.

#### Such cases are deemed as plagiarism:

- Copying from books or articles written by other authors without permission
- Copying from an internet source without referring to the attribution text or information
- Misrepresentation of someone's work as one's original

#### To avoid plagiarism, you must cite sources and give credit whenever you use:

- Other person's idea, opinion, or theory
- Any facts, statistics, graphs, drawings any pieces of information that are not common knowledge
- Quotation of other person's spoken or written words, or
- **<u>Paraphrase\*</u>** of other person's spoken or written words
  - \* Paraphrase is a re-expression of other person's ideas in your own word



## 4. FAQ (Frequently Asked Questions)

#### Program

#### Q1. Is JDS a full scholarship?

**YES.** All the costs to study in Japan will be fully covered by JDS. For further details, please refer to "Award Benefits" in this booklet.

#### Q2. Do you have a Ph.D course?

NO. All components are Master's Degree Course in Senegal

#### Q3. Is this an online course?

**NO.** The JDS fellows will study in Japan. It's a good opportunity to meet and learn with different people from around the world.

#### Q4. Can I apply for any university/course in Japan?

**NO.** The component and university are determined according to the priority development issues of each JDS recipient country. You can select the component/university from the framework.

Q5. Can I extend my stay after the completion of a program?

**NO.** Every JDS Fellow MUST return to their country by the designated date after graduation in compliance with the pledges required by the JDS Operating Committee. JDS Fellows have an obligation to return to the belonging organization and contribute to the socio-economic development of the country with acquired knowledge and skills.

#### Eligibility

Q6. I am working for a private company but I have work experience at a government office. Am I eligible?

**NO.** The requirements are "Currently employed in the Target Organizations as a full-time employee"

Q7. I don't have two years of work experience at the current workplace. Can I count my previous work experience?

**YES.** You can summate all the experience periods among different Target Organizations. But please kindly note that it should be the experiences in the target organizations.

Q8. I have already received a scholarship from another country. Am I eligible to apply for JDS?

The following persons are NOT eligible to apply for JDS.

- Persons who are currently receiving or is scheduled to receive other scholarship
- Persons who had already obtained master's degree in other countries under any scholarship.

(\*) <u>However, persons who are studying in master's course or</u> <u>obtained master's degree without foreign assistance</u> without foreign assistancein local/foreignuniversities are eligible.

#### Appliation

# **Q9.** Where can I get the Application Form? Please access JDS web-site.

#### http://jds-scholarship.org/

Application Form (AF), Application Guidelines (AG) and university information can be downloaded from this website.

#### Q10. Can I apply for two components (universities)?

**NO**. You cannot apply for more than one component. Please select one component which is relevant to your work responsibility.

# Q11. Should I submit all the application documents by the deadline?

**YES.** But in case you cannot submit some of the documents due to unavoidable reasons, please inform JICE in advance and submit the letter of reason with your signature.

#### Q12. I cannot get a permission letter from my workplace. Can I apply without the letter?

**NO.** In JDS, it is important to return to the workplace after study completion. Therefore the permission from the workplace is required.

#### **Selection**

#### Q13. Do I need to take the English test?

**YES.** Basically, every applicant must take the English examination. However, applicants who have valid IELTS or TOEFL score will be exempted from the English test. If you don't have a valid score, JICE will arrange the English exam.

# Q14. I want to apply for Nagasaki University. Is the Math test required?

**NO.** The math test is required for the applicants applying for IUJ, Kyushu University, and Nagoya University.

#### Q15. Do I need to come to Dakar' for the interview?

**YES.** But it is subject to change according to the infection status of COVID-19. For the applicants from the region, JICE will provide a transportation subsidy.

#### Q16. How can I know the selection result?

After each selection, JICE JDS Project Office will notify the result to candidates who passed by Emai

## III. Sub-Program (SP) / Component (CP)

## 1.Framework of JDS Senegal

Fields of study, so called "Sub-Programs" and "Components", correspond to and deal with the target Priority Areas for the social and economic development of Senegal.

The participants of JDS shall be selected from the "Target Organizations" whose mission is closely related to the respective "Sub-Program" and "Component".

This approach gives its most importance on "Selection and Concentration" on the development issues of the country, securing further effectiveness and efficiencies of the JDS Project.

## 2.Sub-Program/Components



Sub-Program (Target Priority Area)	Component (Development Issues)	Accepting University Graduate School	Target Orgaization	Quotas
	<u>1-1. Improvement of Public.</u> Administrative Capacity	International University of Japan Graduate School of International Relations(GSIR), (Public Management and Policy Analysis Program (PMPP) or Japan- Global Development Program (JGDP))	<ul> <li>General Secretariat of the President's Office (SGPR)</li> <li>General Secretariat of the Government (SGG)</li> <li>Organization and Method Office (BOM)</li> <li>Ministry of Foreign Affairs and the Senegalese Diaspora</li> <li>Ministry of Interior</li> <li>Ministry of Finance and Budget</li> <li>Ministry of Economy, Planning and Cooperation</li> <li>Ministry of Bublic Service and Bublic Service Renewal</li> </ul>	2
		Kyushu University Graduate School of Biological Resources and Bioenvironmental Sciences	<ul> <li>Ministry of Public Service and Public Service Renewal</li> <li>Ministry of Community Development and Social and Regional Fairness (PUDC)</li> <li>Ministry of Environment and Sustainable Development</li> <li>Ministry of Agriculture and Rural Infrastructure •</li> <li>Ministry of Livestock Breeding and Animal Production</li> <li>Ministry of Fisheries and Maritime Economy</li> <li>Ministry of Digital Economy and Telecommunications</li> </ul>	2
1. Strengthen Policy Formulation and Implementatio n Functions	<u>1-2 Capacity Building for</u> <u>Economic Planning /</u> <u>Policy, Public Finance</u> Management and	International University of Japan Graduate School of International Management (GSIM) (MBA or Japan-Global Development Program)	<ul> <li>Ministry of Economy, Planning and Cooperation</li> <li>Ministry of Finance and Budget</li> </ul>	2
IT FUNCTIONS	Improvement of the Business Environment and Competitiveness	Nagoya University Graduate School of International Development (Program in Economic Development Policy and Management)	Ministry of Industrial Development and Small and Medium-Sized Industries	2
	<u>1-3. Improvement of Health</u> Care and Social Protection	Nagasaki University School of Medicine and Global Health (Tropical Medicine Course, International Health Development Course, Health Innovation Course)	<ul> <li>Ministry for Health and Social Action</li> <li>Ministry of Urban Development, Housing and Public Hygiene</li> <li>Ministry for Community Development and Social and Regional Fairness</li> <li>Ministry of Economy, Planning and Cooperation</li> <li>Ministry of Industrial Development and Small and Medium-Sized Industries</li> <li>Ministère du Développement communautaire, de la Solidarité nationale et de l'Equipé sociale et territorial</li> <li>Agence nationale de la Couverture Maladie Universelle (ANACMU)</li> <li>Agence sénégalaise de Réglementation pharmaceutique (ARP)</li> <li>Pharmacie nationale d'approvisionnement</li> </ul>	2

## **IV. Special Trainings and Events**

JDS Program provides the following opportunities for JDS Fellows only in addition to research at university.

#### **Government Leaders Networking Event**

This special event aims to establish long-term cooperative relationships between JDS Fellows and Japanese government officials by providing opportunities of interaction and mutual learning. JDS Fellows participate in the event and expand their personal networks with Japanese government officials, who would become their counterparts in the future.



#### Japanese Language Training

All JDS Fellows participate in Japanese language training after their arrival in Japan. This training provides Fellows with the lessons on Japanese characters (*hiragana, katakana, and kanji*), greetings, and how to introduce themselves. In addition, they deepen their understandings of Japanese culture, lifestyle and manners, and learn the procedures necessary for staying in Japan such as government office, post office, and bank.





#### JDS Joint Seminar

JDS Joint Seminar is held half a year before returning home, inviting all JDS fellows from each university.

During this seminar, the Fellows have opportunities to attend a series of programs, including leadership program and a special lecture given by a prominent scholar. It also helps them build a network with JDS fellows from various countries.

## V. Voice of Graduates

Voice of graduate from Master's course of Japanese Universities!



#### Mr. Ousmane Ndiaye Hiroshima University, Graduate School of international development and cooperation Chef Head of Division, Ministry of National Education, Senegal

#### -What you experienced and learnt in Japan

I developed insights on many subjects related to comparative education, educational planning and educational project monitoring and evaluation among others. Most importantly, I developed skills in educational research and statistics. Moreover, I had the opportunity to learn other subjects relevant to an international career and could get certificates. Not and least, I took the opportunity to learn Japanese and Japanese culture and way of doing business. I experienced Japanese food and hospitality as well.

#### -How you apply what you leant to current job

Following my graduation and a month of internship in a Japanese company, I return to my home country and was offered the position of head of division at the Ministry of education. The position is an opportunity to make the best of the competences I developed during my stay in Japan. Although I still have to apply some of the competences and experiences, some skills I developed during my training have been useful to the division I manage and the as well as the direction. Thanks to my skills in educational planning and research, I have redesigned the framework of the management of statistics of the direction for middle and high school

#### -Advantage of studying in Japan

Studying in Japan has been both very exciting and challenging, it represented a milestone in my career as an education specialist. Not only did I learn intensively and extensively but had the opportunity to develop myself in a multicultural context and most importantly improve my social emotional intelligence. A two-year training and an internship make it possible to be operational and has the also the potential to develop diverse skills and network.

#### -Messages for applicants

Studying in Japan has many advantages in terms of career development or start-up development. It is an opportunity to learn from the best Universities in Japan, develop a sustainable network and immerse in the extraordinary Japanese culture at the same time.



1.1

## JICE JDS Project Office in Senegal Email: jds.senegal@jice.org

TEL: +221-78-431-1331

131 Cité Keur Gorgui, Dakar, Sénégal JDS website http://jds-scholarship.org/



11.1