

FY2024

Education Program for Nikkei Next Generation  
(High School Students)

Trainee Screening Guide  
(for JICA Overseas Offices)

January 2024



Japan International Cooperation Agency (JICA)

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Attachment 1: List of Screening Results for the FY2024 Education Program for Nikkei Next Generation (High School Students)

Attachment 2: End-of-Program Reporting Event Report

Attachment 3: Consent Form for Likeness Rights and Use of Personal Information

Attachment 4: Quasi-Internal Rules “Administrative Procedure (5R) No. 202311090002” Education Program for Nikkei Next Generation (High School Students) Implementation Manual

Appendix: Application Documents

## **Trainee Screening Guide for the FY2024 Education Program for Nikkei Next Generation (High School Students)**

### Positioning of this implementation guide

This implementation guide was discussed and finalized by JICA Yokohama and Latin America and the Caribbean Department of JICA, and exists to inform key people in JICA overseas offices of important points to remember on administrative aspects.

### History and purpose of the program

Since FY2015, this program has been implemented to educate the descendants of Japanese people who emigrated to Central and South America to help them settle and attain stability. A generational shift is underway in Central and South American Nikkei communities; Nisei and Sansei are the future leaders of these communities. The purpose of this training program is to develop people capable of contributing to strengthening relations with Japan and developing Nikkei communities outside Japan by developing the next generation of Nikkei communities through training in Japan. The objectives of the program are to give outstanding Nikkei high school students who have never had the chance to visit Japan opportunities to communicate their ideas through various types of exchange in Japan, to develop human resources with the communication skills to lead Nikkei communities based on knowledge and outcomes gained from the program, and to reinforce trainees' identities as Nikkei people by furthering their understanding of their roots and Japan, specifically by educating them about the history of emigration from Japan and providing other types of training.

### Trainees

#### 1. Countries and number of trainees to be accepted

40 trainees (and 3 leaders) from 10 countries **\*Including a special quota of nine people for FY2024 (see next page)**

Country	Number of trainees	Country	Number of trainees
Brazil	18*	Mexico	2
Argentina	4*	Dominican Republic	1
Paraguay	4*	Colombia	1
Peru	4*	Venezuela	1
Bolivia	4*	Uruguay	1*
Total			40

\*Special quota for FY2024

An additional quota for the following countries to allow as many Nikkei children of junior high school age between FY2020 and FY2022 as possible to visit Japan, given that they lost opportunities to visit Japan due to the cancellation of training in Japan during the Covid-19 pandemic.

(1) Countries (number of trainees)

Brazil (4), Argentina, Paraguay, Peru, Bolivia, Uruguay (1 each)

(2) Eligibility

People who meet all of the following criteria may apply:

(i) People who will be 17, 18, or 19 years old during the FY2024 program

(ii) People who, when submitting applications, understand and consent to the fact that, given that the program targets high school students, they will participate alongside trainees between the ages of 16 and 18 throughout the program, and that the program consists of content for high school students.

(iii) People who can speak and act in consideration of age differences that may occur in everyday life and learning situations.

\*Eligibility requirements other than the above are the same as those for applicants under the regular quota. Please read “3. Eligibility requirements” below for confirmation.

## 2. Program overview

(1) Description

Program	Content	Location
Study of migration	Tour of the Overseas Migration Museum and other facilities Lectures and workshops on migration Historical and cultural reports on Japanese immigrants in the home countries and settlements of the trainees	JICA Yokohama Historic sites, museums, etc.
Events for international exchange with Japanese high school students	Events for international exchange	High schools in Kanagawa Prefecture (tentative)
Study tours	Understanding Japanese culture, society, science and technology, etc.	To be determined
Other	Guidance for presentations Guidance for essay writing End-of-program reporting events	Conference rooms in the area

Note: The actual content of the program may be different than that listed above.

(2) Duration of program (tentative): 24 days

Monday, January 20, 2025 to Wednesday, February 12, 2025

### 3. Requirements

Applicants must meet all of the following requirements:

(1) Applicants must be Japanese emigrants or the descendants\* of Japanese emigrants, generally no further than Sansei.

\*In this case, a person descended from a Japanese emigrant.

\*Applicants must reside (i.e. have the main foundations of their livelihood) in a target country.

(2) Applicants must be the same age as Japanese high school students (16 to 18 years old) during the program. However, for more information about the special quota for FY2024, please refer to the note under “1. Countries and number of trainees to be accepted.”

(3) Applicants must be members of educational institutions in a target country and be recognized as exemplary people with the character to contribute to the future development of Nikkei communities.

(4) Applicants must have a strong desire to further their understanding of their roots and Japan.

(5) Applicants must have a conversational level of Japanese ability. In addition, they must have a level of English proficiency that will enable them to attend the program lectures and participate in the discussions.

(6) Applicants must be in good mental and physical health and able to tolerate communal living in Japan.

(7) Applicants must participate in the entire program set out by JICA from the time they arrive in Japan until they return to their home countries.

(8) Applicants must obtain consent from a parent, guardian, or guarantor.

### 4. Expenses

The following expenses will be covered by JICA in accordance with the rules (Standards for Payment of Allowances for Technical Training Participants (April 1, 2004, Detailed Regulations (Domestic) No. 6).

(1) Round-trip airfare on designated routes (Note: Airfare will be paid in kind; no cash payments will be made. JICA will also cover the taxes and other international aviation facility charges necessary to obtain the tickets.)

(2) Expenses for transportation between Japanese international airports and accommodations

(3) Expenses for lodging in third countries for transferring

\*Trainees are responsible for expenses for lodging during travel within their home countries.

\*Stays lasting less than six hours are not eligible.

(4) Living expenses (meal expenses) during trainees' stays in Japan and third countries for transferring will be paid in accordance with regulations in Japanese yen after their arrival in Japan.

\*Living costs are not paid for stays in third countries lasting longer than six hours, but not

spanning two days.

#### Payment amounts

##### (i) During stays in Japan: Living expenses of 2,200 yen/day \*For breakfast and dinner

(Note: Cash payments will only be made on days when payments in kind are not made.)

##### (ii) During stays in third countries: Living expenses of 4,000 yen/day \*For breakfast, lunch, and dinner

(5) Usage fees for accommodations in Japan

(6) Overseas travel insurance premiums

In principle, the insurance covers the period from the time of departure from international airports in trainees' countries of residence to the time of arrival at international airports on the day of the trainees' return to those countries.

#### **IMPORTANT:**

The insurance does not cover domestic flight segments in trainees' home countries.

(7) Transportation expenses for offsite training, training at high schools, and study tours

(8) Training expenses for training facilities

## 5. Application documents

The application documents are as follows:

•Please instruct applicants to enter information that is true as of the first day of the program in 2024.

•Please instruct applicants to use the forms distributed along with this implementation guide.

\*Please inform applicants and recommending organizations not to use past forms, as they have been revised.

### (1) JICA forms

(i) Personal Information Form (Form No. 1)

•Applicants may use a computer to fill out this form.

•Name (in Japanese):

The names applicants write on this form (in kanji, hiragana, and katakana) will be used on the documents for their visa application. Please instruct applicants to **enter their name exactly as it appears on the passport they will use when they travel, and to write legibly** if they fill out the form by hand. Applicants should be careful about which set of characters (kanji, hiragana, katakana) they use.

•Name (English letters):

The names applicants write on this form (in English letters) will be used for purposes such as confirming their airplane ticket reservations.

Please instruct applicants to **enter their name exactly as it appears on the passport they will use when they travel, and to write legibly** if they fill out the form by hand.

\*If applicants plan to apply for a passport after applying for the program, **instruct them to make sure they write their name the same way on both applications**. If the information on their passport and visa do not match the information on their airplane ticket, they will not be allowed to fly.

•Nationality:

**Please instruct applicants to enter the nationality on the passport they will use when they will travel. If they have dual nationality, please advise them to enter only the nationality of the passport they will use for this visit to Japan.**

(ii) Parent/Guardian Pledge and Consent Form

**(Form No. 2)**

•Please expend every effort to ensure that the **signature is written by a parent or guardian.**

\*In countries with joint custody legislation, this form must be signed by everyone with custody.

In some cases in the past, it was apparent that the trainee wrote the name of their parent or guardian on the signature line.

**IMPORTANT:**

Please check the laws regarding joint custody in your country. If you are in a country or state with joint custody legislation, please expend every effort to have applicants obtain the signatures of everyone with custody.

(iii) Medical History Declaration

**(Form No. 3)**

- Starting in FY2024, a record for medical check-up from a physician is not required at the time of application. This is a self-report using the JICA form. Provisionally successful applicants may be required to submit a medical certificate from a physician, depending on the information they provide on their Medical History Declaration.
- Please instruct applicants to double-check for any unanswered questions or omissions before submitting.
- Please instruct applicants to report any pre-existing conditions, medications they are taking, allergies, and other recurrent health issues.
- Please instruct applicants presently undergoing treatment for a medical condition to submit a medical certificate from their physician stating that the condition would not hinder their participation in the program along with the other application documents.
- If a pre-existing medical condition or recurrent health issue worsens during the program, medical expenses incurred when visiting Japanese medical facilities are not covered by insurance (trainees must pay the expenses in full).

- Applicants may be asked to submit a medical certificate from their physician depending on the information they provide, even if they do not have any pre-existing medical conditions, are not taking medications, or do not have allergies.

\*Insurance cards (medical cards) will be handed out after trainees arrive in Japan.

The insurance covers injuries and illnesses during the program; in principle, there will be no medical fees to pay.

However, the insurance does not cover pre-existing conditions or dental treatment.

(iv) Essay (Future Plans)

(Form No. 4)

Applicants may write in English or Japanese.

- Applicants may use a computer to fill out this form.
- If they are using Japanese, they may also write by hand.

(2) 2 photographs (digital okay)\*

4.5 cm x 3.5 cm photographs taken within the last six months (upper body, facing the camera, no hat; name and country written on the back)

\*Please instruct applicants to attach one photograph to their Personal Information Form, and submit the other electronically along with their application documents.

(3) Copy of passport

Please instruct applicants to submit a copy of the passport they will use when they travel, and that they entered on their Personal Information Form ((1) (i) above).

① If the trainee already has a passport:

Please instruct them to attach all pages containing visa and immigration records.

② If the trainee does not have a passport:

Please instruct them to begin the process of obtaining a passport immediately without waiting for JICA Yokohama to notify them of the acceptance or rejection of their application.

\*Please explain that, regardless of the result of their application, they are responsible for the expense of obtaining a passport.

\*Please tell applicants that applications will not be accepted if all of the above required documents are not complete and accurate, or if all documents are not received by the application deadline (which varies by country). Please tell applicants who do not have a passport to start the procedure as soon as possible.

Note: Personal information provided by applicants will be used (i) to determine whether or not to accept them into the program, (ii) in program enrollment procedures, (iii) when compiling

project results, and for other purposes.

## 6. Screening

Substantive screening will be conducted by your overseas office. Please refer to “3. Eligibility requirements” and select candidates.

- Applicants must have the nationality of a target country or Japan.
- In countries with joint custody legislation, consent must be obtained from everyone with custody.
- During the screening, pay attention to past participation in training and visits to Japan by the applicants and their family members to avoid giving too many opportunities to the descendants of certain families or lineages at the expense of others.
- To make the training most effective, please prioritize applicants with few visits to Japan (not counting visits as small children) over those with more knowledge and understanding of Japan, for example those who have visited Japan multiple times.
- Please provide the most balanced recommendations possible in terms of age and sex.
- If you recommend more people than your country’s quota, please rank them as candidates and alternates.

If a successful applicant withdraws from the process, the alternate with the next-highest rank will take their place.

- If you do not have any alternates, a successful applicant withdraws from the process, and you wish to make an additional recommendation, please inform JICA Yokohama by the deadline in red text below.

## 7. Deadline and method for submitting application documents

### (1) Deadline for submitting application documents

#### (i) Submittal by applicants to JICA overseas offices

Please set a deadline for submitting documents to your overseas office in line with the screening schedule for your country.

#### (ii) Submittal from your overseas office to JICA Yokohama

**Friday, September 27, 2024**

### (2) Method of submittal

#### (i) Submittal by applicants to JICA overseas offices

Please outline an appropriate method of submittal for your overseas office.

#### (ii) Submittal from your overseas office to JICA Yokohama

Please attach Attachment 1 (List of Screening Results for the FY2024 Education Program for Nikkei Next Generation (High School Students)) to the application documents of trainee candidates for your country and submit them to the person in charge of Nikkei Training in the Training Operations Section of JICA Yokohama.

\*Please convert the candidates’ application documents into PDF and upload them to the OneDrive

folder (to be emailed at a later date). Note: Do not convert Attachment 1 into PDF before uploading. Please email the person in charge of Nikkei Training in the Training Operations Section of JICA Yokohama (and CC the Planning and Migration Affairs Division of the Latin America and the Caribbean Department).

## 8. Finalization of acceptance

JICA Yokohama will conduct the final selection based on the application documents and issue provisional letters of acceptance. Applicants will then undergo the Ministry of Foreign Affairs' screening process for issuing visas, and will receive a response as to whether they are accepted. Unless there are reasonable grounds for disqualification, JICA Yokohama will respect your office's selections when deciding whom to accept.

## 9. Revocation of trainee qualifications

JICA may revoke a trainee's qualifications when any of the following apply; therefore, please instruct applicants to pay special attention to the following:

- 1) When the trainee has failed to comply with JICA rules, instructions, and decisions
- 2) When the trainee has violated the rules of a training facility
- 3) When the trainee has violated the laws and regulations of Japan
- 4) When it is deemed difficult to continue participating in the program due to the trainee's willful misconduct, gross negligence, negligence, or the like
- 5) When the trainee has withdrawn from the program for personal reasons
- 6) When it is deemed difficult to continue participating in the program due to a severe mental or physical disability, injury, illness, or the like
- 7) When information in the application documents is found to be false
- 8) For other reasons deemed unavoidable by JICA

## 10. End-of-program reporting events

After returning to their home countries, trainees are required to present reports to Nikkei organizations near their place of residence (e.g. Japanese and Nikkei associations, prefectoral associations). Please explain to trainees that they must hold end-of-program reporting events and submit reports accordingly (Attachment 2).

\*These reporting events exist so that trainees share what they experienced with Nikkei organizations and others, and also to publicize the project.

### (1) Deadline for submittal

#### (i) Submittal by trainees to JICA overseas offices

Please set a deadline in line with the schedule for your country.

#### (ii) Submittal from your overseas office to JICA Yokohama

After receiving the reports from the trainees, please check them and send them to JICA

Yokohama without delay.

(2) Method of submittal

(i) Submittal by applicants to JICA overseas offices

Please outline an appropriate method of submittal for your overseas office.

(ii) Submittal from your overseas office to JICA Yokohama

After receiving reports from all trainees in your country, please email them to the person in charge of Nikkei Training in the Training Operations Section of JICA Yokohama (and CC the Planning and Migration Affairs Division of the Latin America and the Caribbean Department).

11. Restriction on use of JICA Yokohama facilities

JICA Yokohama facilities will be renovated during FY2024; therefore, the use of the facilities will be restricted, and the training program may be implemented at facilities in the area.

12. Other

Due to the impact of the Covid-19 pandemic or other factors, the training program may change, or trainees' visits to Japan may be suspended.

## Leaders

### 1. Invitation of leaders

Leaders are invited to participate in the program as follows to provide lifestyle guidance to trainees during their travel and the program in addition to managing their health and providing other necessary guidance.

- Leader (Japanese language school teacher)
- Leaders (health and safety managers)

#### (1) Main roles and responsibilities of leaders

##### (i) Leader (Japanese language school teacher)

- Escort trainees on travel to and from Japan
- Provide guidance and support for trainees' health and other aspects of their daily lives.
- Accompany trainees to the training program and assist with its implementation
- Conduct leaders' end-of-program reporting
- Other duties required for the program

##### (ii) Leaders (health and safety managers)

- Escort trainees on travel to and from Japan
- Manage safety and provide guidance on overnight patrols of trainee accommodation floors
- Serve as first responders for injuries, sudden illnesses, and the like, and contact secondary responders
- Manage trainees' mental and physical health
- Hand trainees over to parents or guardians on weekend or holiday outings
- Attend morning handovers and evening meetings
- Check on trainees in the morning
- Other duties required for managing trainees' health and safety

\*Trainees' ages must be taken into account when dealing with them.

\*Assuming that the roles and responsibilities described above will be carried out at night in a rotation, these leaders will take time to rest during the day.

#### **IMPORTANT:**

- Please explain carefully that the two health and safety managers will patrol the floors of the accommodations at night in a rotation.
- These leaders' main responsibility is to manage the trainees' mental and physical health. Please select candidates capable of dealing with trainees in an age-appropriate manner.

### 2. Countries selected to send leaders in FY2024

- Leader (Japanese language school teacher): 1 person from Brazil
- Leaders (health and safety managers): A total of 2 people from Brazil, Bolivia, Paraguay, Peru,

Argentina, Mexico, Dominican Republic, Colombia, Venezuela, or Uruguay

### 3. Requirements

#### (1) Leader (Japanese language school teacher)

- (i) This leader must be at least 20 years old and have worked at a Japanese language school for at least two years.
- (ii) This leader must have at least two years of teaching experience at a Japanese language school.
- (iii) This leader must have experience teaching classes for students of the same age as the trainees.
- (iv) If this leader is not an Issei, they must have a conversational level of Japanese ability and be able to communicate in English or Spanish with Spanish-speaking trainees.
- (v) This leader must be in good health and able to perform duties responsibly.

#### (2) Leaders (health and safety managers)

- (i) These leaders must be at least 20 years old and involved in a Nikkei community (e.g. Japanese language school teachers, members of Japanese associations, former JICA trainees).
- (ii) These leaders should have regular contact with children of the same generation as the trainees in their Nikkei communities (parents and guardians of trainees are not eligible).
- (iii) These leaders must have at least a conversational level of Japanese ability. They must be able to communicate with trainees in Spanish/English/Portuguese.
- (iv) These leaders must be in good health and able to perform duties responsibly.

#### IMPORTANT:

- Teachers with less than two years of work experience and those with more than two years of work experience who have only worked with children under age 10 may not be able to provide proper guidance to trainees during the training.
- If a candidate has difficulty with everyday conversation in Japanese, they must be able to communicate in Spanish/English. The inability to do so would be a major hindrance to communicating with and providing guidance to trainees when accompanying them on the training program and assisting with its implementation.

### 4. Expenses

The following expenses will be covered by JICA in accordance with the rules (Standards for Payment of Allowances for Technical Training Participants (April 1, 2004, Detailed Regulations (Domestic) No. 6).

#### (1) Round-trip airfare for the designated route (Note: Air tickets will be paid in kind; no cash

payments will be made. JICA will also cover the taxes and other international aviation facility charges necessary to obtain the tickets.)

(2) Expenses for transportation between Japanese international airports and accommodations

(3) Expenses for lodging in third countries for transferring

\*Leaders are responsible for expenses for lodging during travel within their home countries.

\*Stays lasting less than six hours are not eligible.

(3) Living expenses during leaders' stays in Japan and third countries for transferring will be paid in accordance with regulations in Japanese yen when they arrive in Japan.

\*Stays in third countries lasting longer than six hours, but not spanning two days are not eligible.

#### Payment amounts

(i) Preparation allowance: 10,000 yen

(ii) During stays in Japan: Living expenses of 4,298 yen/day (on days when meals are not provided in kind)

Breakdown: 3 meals @ 1,100 yen each + Miscellaneous expenses of 998 yen

\*On days when meals are paid in kind, living expenses will be prorated according to the number of meals provided in kind.

(iii) During stays in third countries: Living expenses of 4,000 yen/day (for breakfast, lunch, and dinner)

\*Meals may be provided when staying at hotels arranged by airlines. Living expenses may not be paid in such cases.

(4) Usage fees for accommodations

(5) Overseas travel insurance (for the period pertaining to outbound trips, the duration of the program, and return trips)

\*In principle, from the time of departure from the international airport in the leader's country of residence to the time of arrival at the international airport on the day of the leader's return to their home country. However, the insurance does not cover domestic travel in leaders' home countries.

\*Medical cards will be handed out upon arrival in Japan. If injuries or illnesses occur during the training, training staff members will accompany trainees and leaders to a hospital that accepts the medical cards; leaders will not be required to pay medical fees. However, the insurance does not cover pre-existing conditions or dental treatment.

(6) Round-trip travel expenses between Yokohama and destinations of offsite training, study tours, etc.

(7) Training expenses for training facilities

## 5. Application documents

The application documents are as follows:

- Please instruct applicants to enter information that is true as of the first day of the program in 2024.
- Please instruct applicants to use the forms distributed along with this implementation guide.
  - \*Please inform applicants and recommending organizations not to use past forms, as they have been revised.

### (1) JICA forms

(i) Personal Information Form (for Leaders) (Form No. 5)

- Applicants may use a computer to fill out this form.
- Name (in Japanese):

The names applicants write on this form (in kanji, hiragana, and katakana) will be used on the documents for their visa application. Please instruct applicants to **enter their name exactly as it appears on the passport they will use when they travel, and to write legibly** if they fill out the form by hand. Applicants should be careful about which set of characters (kanji, hiragana, katakana) they use.

- Name (English letters):

The names applicants write on this form (in English letters) will be used for purposes such as confirming their airplane ticket reservations. Please instruct applicants to **enter their name exactly as it appears on the passport they will use when they travel, and to write legibly** if they fill out the form by hand.

\*If applicants plan to apply for a passport after applying for the program, **instruct them to make sure they write their name the same way on both applications.** If the information on their passport and visa do not match the information on their airplane ticket, they will not be allowed to fly.

- Nationality:

**Please instruct applicants to enter the nationality on the passport they will use when they will travel. If they have dual nationality, please advise them to enter only the nationality of the passport they will use for this visit to Japan.**

(ii) Short Essay (in Japanese or English) (Form No. 6)

- Applicants may use a computer to fill out this form.
- If they are using Japanese, they may also write by hand.
- Applicants are asked to write their thoughts about heritage language education in Nikkei communities.

(iii) Pledge and Warranty (for Leaders) (Form No. 7)

(iv) Medical History Declaration

(Form No. 3)

- Starting in FY2024, a record for medical check-up from a physician is not required at the time of application. This is a self-report using the JICA form. Provisionally successful applicants may be required to submit a medical certificate from a physician, depending on the information they provide on their Medical History Declaration.
- Please instruct applicants to double-check for any unanswered questions or omissions before submitting.
- Please instruct applicants to report any pre-existing conditions, medications they are taking, allergies, and other recurrent health issues.
- Please instruct applicants presently undergoing treatment for a medical condition to submit a medical certificate from their physician stating that the condition would not hinder their participation in the program along with the other application documents.
- If a pre-existing medical condition or recurrent health issue worsens during the program, medical expenses incurred when visiting Japanese medical facilities are not covered by insurance (leaders must pay the expenses in full).
- Applicants may be asked to submit a medical certificate from their physician depending on the information they provide, even if they do not have any pre-existing medical conditions, are not taking medications, or do not have allergies.

\*Insurance cards (medical cards) will be handed out upon arrival in Japan.

The insurance covers injuries and illnesses during the program; in principle, there will be no medical fees to pay.

However, the insurance does not cover pre-existing conditions or dental treatment.

(2) 2 photographs (digital okay)\*

- 4.5 cm x 3.5 cm photographs taken within the last six months (upper body, facing the camera, no hat)

\*Please instruct applicants to attach one photograph to their Personal Information Form, and submit the other electronically along with their application documents by the deadline.

(3) Copy of passport

Please instruct applicants to submit a copy of the passport they will use when they travel, and that they entered on their Personal Information Form ((1) (i) above).

(i) If the leader already has a passport:

Please instruct them to attach copies of all pages containing visa and immigration records.

(ii) If the leader does not have a passport:

Please instruct them to begin the process of obtaining a passport immediately without waiting for JICA Yokohama to notify them of the acceptance or rejection of their

application.

\*Please explain that they are responsible for the expense of obtaining a passport.

\*Please tell applicants that applications will not be accepted if all of the above required documents are not complete and accurate, or if all documents are not received by the application deadline (which varies by country). Please tell applicants who do not have a passport to start the procedure as soon as possible.

Note: Personal information provided by applicants will be used (i) to determine whether or not to accept them into the program, (ii) in program enrollment procedures, (iii) when compiling project results, and for other purposes.

## 6. Screening

Substantive screening will be conducted by your overseas office. Please refer to the eligibility requirements and select leader candidates.

## 7. Deadline for submitting application documents

### (1) Deadline for submitting application documents

#### (i) Submittal by applicants to JICA overseas offices

Please set a deadline for submitting documents to your overseas office in line with the screening schedule for your country.

#### (ii) Submittal from your overseas office to JICA Yokohama

**Friday, September 27, 2024**

### (2) Method of submittal

#### (i) Submittal by applicants to JICA overseas offices

Please outline an appropriate method of submittal for your overseas office.

#### (ii) Submittal from your overseas office to JICA Yokohama

Please submit the application documents of leader candidates in your country to the Training Operations Section of JICA Yokohama.

Please convert the candidates' application documents into PDF and upload them to the OneDrive folder (to be emailed at a later date). Note: Do not convert Attachment 1 into PDF before uploading. After uploading the documents, please email the Training Operations Section of JICA Yokohama (and CC the Planning and Migration Affairs Division of the Latin America and the Caribbean Department).

## Important notes

Please relay the following information to trainees and their families.

### 1. Participating in the program

- (1) Due to the impact of the Covid-19 pandemic or other factors, the training program may change, or trainees' visits to Japan may be suspended.
- (2) Flight schedules will be determined by local JICA Offices and communicated to successful applicants.
- (3) Trainees and leaders may not extend their status or change their return routes, even if they pay for it themselves. Upon completion of the program, trainees and leaders are asked to return to their home country according to the schedule set out by JICA.
- (4) Family members are not allowed to accompany trainees.

### 2. Items to submit after receiving a provisional letter of acceptance

#### (1) Consent Form for Likeness Rights and Use of Personal Information

During the program, photographers contracted by JICA or subcontractors will take photographs and videos for promotional purposes (including reports). Please instruct trainees and their parents or guardians to read this consent form to learn about how the photographs and videos will be used, and then sign it.

#### (2) Medical certificate from a physician

- Please instruct applicants presently undergoing treatment for a medical condition to submit a medical certificate from their physician stating that the condition would not hinder their participation in the program along with the other application documents.
- Applicants may be required to submit a medical certificate from a physician, depending on the information they provided on their Medical History Declaration.

### 3. Travel preparation

#### (1) Passport

Please instruct all applicants (whether applying to be a trainee or a leader) who do not have a passport to start the application process as soon as possible. If they wait until they receive a provisional letter of acceptance to start the process, they may not be able to obtain a short-term visa in time.

\*Please advise applicants applying for a Japanese passport to leave plenty of time for tasks such as obtaining a copy of their family register.

#### (2) Visa

For trainees and leaders traveling with a passport from a country other than Japan (and for which a short-term visa is required to enter Japan), JICA Yokohama will ask the Ministry of Foreign Affairs to start the screening process for issuing a visa.

After the Ministry of Foreign Affairs sends a message instructing the diplomatic establishments in their country to issue a visa, JICA Yokohama will officially inform you that they have been accepted into the program.

If a short-term visa is required for your country, please prepare letters of acceptance and give them to trainees in your country.

If a short-term visa is not required for your country, you do not need to prepare letters of acceptance.

### (3) Other necessary documents

#### (i) ID cards, etc.

Please advise trainees and leaders traveling with a Japanese passport to bring an ID card or other document that proves that they reside in their country of residence, just in case. (If it is difficult to bring an original copy, instruct them to bring a copy).

When they check in at the airport on their return trip to their home country, they may appear to be a Japanese national traveling on a one-way ticket, so the airline may ask them to present a document indicating that they reside in their country of residence (e.g. have some type of permanent residency).

#### (ii) Departure authorization form, etc.

Depending on the country of residence or countries passed through en route to Japan, documents other than a visa (e.g. consent by a parent or guardian for traveling as an unaccompanied minor) may be required. Please instruct parents and guardians to carefully check the procedures for unaccompanied minors to depart their country and travel, and to prepare the necessary documents.

## 4. During the stay in Japan

JICA Yokohama facilities will be renovated during FY2024.

- If the lodging building is not available, trainees will stay at accommodations in the area.
- If the seminar rooms are not available, the training program will be held at facilities in the area.

## Requests to JICA overseas offices

1. Hold an orientation for trainees and their families and a briefing for leaders before the visit to Japan

### (1) Orientation for trainees and their families

Please provide a sufficient orientation before the visit to Japan, noting that the trainees are minors. Additionally, please make sure that trainees and their families understand that this program constitutes training.

## Travel preparation

- During the program, trainees will be required to do their own laundry at coin laundry facilities, keep their rooms tidy, and the like. Please explain that they should prepare to take care of themselves while in Japan and practice in their home country before the trip.
- Please advise family members who wish to send packages to trainees' accommodations to carefully check customs procedures, the number of days it will take for the packages to arrive, and the like before sending the packages.

In some cases, the packages arrive after the trainees have returned home. Please inform everyone that packages that arrive after trainees return to their home countries will not be forwarded or returned. (Such packages will be disposed of unless a relative or friend in Japan is able to pick them up within a certain period of time.)

- Cash-on-delivery arrangements for items purchased online to be delivered to trainees' accommodations are prohibited.

## During the program

- Training will be conducted from morning to night. Therefore, except in emergencies, contact with the trainees will only be possible during their free time (before and after dinner).
- Everyone is responsible for doing their own laundry, keeping their rooms tidy, and the like. Please advise trainees to prepare to take care of themselves.
- Please advise trainees to follow the schedule (e.g. meeting times, locations) and mind the precautions communicated to them by the people in charge during their stay.
- Trainees are not allowed in other trainees' rooms, regardless of sex. (Boys' and girls' rooms are located on separate floors.)
- Failure to follow the rules may result in dismissal from the program.
- Please remind trainees that they are visiting Japan as representatives of their countries, and to be sure to follow the rules. If a trainee is observed breaking rules or is obviously unmotivated to participate in the training, it may negatively impact the ability of people from their country to participate in the program in the future.
- If a trainee is found to be unwell, they are required to stay in their room or in a separate room,

depending on the circumstances.

- If a trainee is suspected of having an infectious disease (e.g. has a fever), they are required to visit a medical facility for an examination. If they are found to have an infectious disease, action will be taken in line with the JICA response policy (“Response to Covid-19 Infections on and after May 8, 2023”). They will not be allowed to participate in training for five days from the onset of the disease, when the risk of infecting others is highest. If their symptoms persist on the fifth day from the onset of the disease, the trainee will not be allowed to participate in in-person training until their fever has gone down and their symptoms have abated for roughly 24 hours. (Please inform trainees that information will be shared with people involved in the program in the event of an outbreak, as other trainees may come down with secondary infections.)

\*This response is subject to change depending on the circumstances.

- Presently, people in Japan are allowed to decide whether or not to wear a mask. However, advise trainees that they may be asked to wear a mask when they go to the hospital or engage in offsite activities. Although masks are available for purchase in Japan, advise trainees to bring their own masks if they prefer the familiarity of certain sizes or materials.
- Similarly, although drugs for headaches and stomachaches (sedatives) are available for purchase in Japan, advise trainees to bring their own if they prefer the familiarity of what they usually take.
- Please instruct trainees to inform a JICA staff member of cold symptoms or signs of any other mental or physical disorder as soon as they appear.

## (2) Briefing for leaders

JICA Yokohama will provide overseas offices in leaders' countries with the guidebook for leaders. If your country is sending a leader to Japan, please use the materials provided to conduct a briefing for them before the trip.

\*After the leaders are finalized, JICA Yokohama will share their contact information with the institutions contracted for training so that they can contact the leaders directly.

Attachment 1: List of Screening Results for the FY2024 Education Program for Nikkei Next Generation (High School Students)

Attachment 2: Consent Form for Likeness Rights and Use of Personal Information

Attachment 3: Quasi-Internal Rules “Administrative Procedure (5R) No. 202311090002” Education Program for Nikkei Next Generation (Junior High School Students) Implementation Manual

Appendix: Application Documents