

Before submission, please check the submission Check lists to make sure you have all the required documents. The Check lists must be attached with your application documents.

Reg. No. _____

List of Application Documents to be submitted

- All submitted documents should be photocopied in A4.
- Please order the documents by number.

No	Document	Original / Certified Sets		Copy of Original / Certified Sets		Remarks
		Required	Submitted (Tick in)	Required	Submitted (Tick in)	
1	Application Form (Prescribed form)	1				Please use clip, do not staple. Please paste photo on it.
2	Undergraduate degree graduation certificate (or Copy of Diploma)			1		The graduation certificate must be written in English*. If you don't have the certificate, please submit a copy of Diploma. <u>*(Official translation for non-English documents must be attached.)</u> All documents must be officially certified . Notary Seal on the copy must be original.
3	Academic Transcript			1		The academic transcript must be written in English* and contain all the grades earned in the university. <u>*(Official translation for non-English documents must be attached.)</u> All documents must be officially certified . Notary Seal on the copy must be original.
4	A copy of Passport with photo			1		If you do not have Passport, National ID and birth certificate are acceptable. <u>*(Official translation for non-English documents must be attached.)</u>
5	Recommendation letter (Prescribed form)			1		A letter of recommendation <u>with original signature or seal</u> from home country's government, Japanese company, university or your organization.
6	Photo (4cm×3cm)	6				

BC項目とチェックポイント -Basic Check of Application Form-

★の項目に不備があった場合は、失格となります。

If any errors are found, the applicants will be disqualified. Your application form MUST meet the requirements specified in "★" points as below.

そのほかの項目も、大学における書類選考において、重要な項目となりますので不備のないように記載、確認をお願いします。

All of points other than "★" are necessary to follow. The judgement of the 3rd selection (Document screening in Japanese University) will be affected.

項目 Contents		確認事項 Check Point	Check		
			Applicants	JICA(1)	JICA(2)
【JICA事務所記載項目】Written by JICA Office					
Registration Number		正しく採番しているか (例: PHL001等、CPごとにわけず全応募者で通し番号とする) The registration number correctly allocated? (Exp: PHL001, Put serial numbers on all candidates, Not classified by CP)			
【応募者本人記載項目】Written by applicants Annex.2 APPLICATION FORM					
1. Declaration of desired university placement (Study Course)		★School Codeと大学・研究科名と、コース名に整合性が取れているか(推奨コースリスト参照) ★Confirm the school code, the name of University, the name of Graduate School and course name consistently (Refer to the course list)			
		★Supervisor of Choiceに教授名が書かれているか？整合性が取れているか？ The name of supervisors must be chosen from the professor list in the ABE Initiative portal website.			
2. Personal Information	Photo	★写真は添付されているか ★The nominee's photo attached?			
	Name of Nominee	★パスポート表記の名前が全て名前記入欄(First, Middle, Family)に書かれているか ★スペルが一致しているか ※パスポートがない場合には、IDと照合する ★MUST write the full name as shown in the passport (First, Middle, and Family name, accordingly) ★Confirm spelling ※Must submit ID as identification, in case a passport is not obtained yet.			
	Nationality	★当該国の国籍を有しているか ★Your Nationality should be one of the corresponding countries (as a citizen of one of the 54 African countries)			
	Date of Birth	★2017年4月1日現在の年齢で、年齢要件を満たしているか(年齢早見表で確認) ★Confirm to meet the age requirement, as of April 1st, 2017. (Refer to the age list)			
	Contact Information	★電話番号、E-mailアドレスはもれなく記入されているか ★The phone number and e-mail address correct?			
3. Educational Background	Degree	★学士号(または同等の学歴)(※16年以上の就学期間を保持しているか) ★Confirm the accurate schooling years, corresponded to the academic years specified in University Diploma and Academic Transcript (at least 16 years of total schooling years required) ※専門学校、幹部養成学校等を学士号相当の学歴と見なすかは、各国の教育制度に従う。その上で、必要なく就学期間を終えているか・学位を保持しているかを判断する。 ※Whether or not completing vocational school or officer training school is qualified depends on the education system of each country. Upon such conditions, the schooling years and degree acknowledgement would be considered.			
	From/To (Month/Year)	★学位の名称が「卒業証書」、「成績証明書」と一致しているか Confirm the consistency of the name of the degree with "University Diploma" and "Academic Transcript"			
	Applying for Another scholarship	★就学年数は正しくカウントされているか ★卒業証明書、成績証明書記載の期間と整合性がとれているか ※同時期に並行して就学している場合、ダブルカウントはしない。 ※学歴につき、留年、もしくは休学をした場合や、証明書記載の年月日と在学期間が一致しない特別な事情がある場合には、Remark欄(本リスト末尾)に記載 ★Confirm the counted schooling years. ★MUST have consistency with the years in University Diploma and Academic Transcript. ※Even though an applicant belongs to two institutions at the same period, double counting is not applied. ※Write the reasons in "Remarks"(at the bottom of this list), if the years of your attendance does not match the regular academic period due to specific reasons such as repetition of the same grade, skipping the grade, absence or sick leave.			
4. Work experience		★奨学金を受給中または受給予定ではないか⇒受給している場合は、失格となる ★Confirm not receiving or planning to receive any scholarship other than ABE Initiative ⇒One receiving the other scholarship is disqualified.			
		★政府機関及び高等教育機関の職員は、現職にて最低6カ月の勤務期間が有るか？ ★For applicants those who are categorised in "Government Officials" and "Educators", at least 6 months of working experience at current organizations required.			
		所属先、部署名は正式名称で記入されているか Name of organization, department, and division correctly mentioned? No abbreviation is allowed.			
		正しくカウントされているか ・学部卒業前の勤務は就労経験とはカウントしない。 ・フルタイムで働きながら夜間大学等で学位取得している場合は職歴としてカウント可 Working history and terms correctly counted? ・Any employment before university completion is not considered as working history. ・Only full-time working with acquisition of diploma, such as night school, is approved as working experience.			
		★就労している場合、配属先機関からの承認印及びサインがあるか ★An official stamp/signature of current organization required.			

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		Applicants	JICA(1)	JICA(2)
5. Details of Current and Previous Employment	極端にボリュームの過少はないか Extreme lack in options is not allowed.			
6. Career Plan after Graduation	極端にボリュームの過少はないか Extreme lack in options is not allowed.			
7. Research Plan	極端にボリュームの過少はないか (Title、Introduction、Objective、Conclusion等、基本的な構成で書かれているか) Extreme lack in options is not allowed. (Fundamental composition, Title, Introduction, Objective and Conclusion, respectively followed?)			
8. Medical History	★ 年月日が応募期間中となっているか？ ★ The date MUST be within the application period.			
	また、(1)-(a)が"Yes"の場合Application Form記載内容に従い、医師の同意書を取付けること。 If yes in (1)-(a), please attach doctor's letter (written in English) that describes current status of the applicant's illness and has a consent for an applicant to join the program healthily.			
9. Declaration	★ 年月日が応募期間中となっており、サインがあるか ★ Sign and the signed date MUST be within the application period.			
Countersign	★応募書類の全ページにカウンターサインがあるか ★ Countersign on the bottom-right corner of all the pages required.			
Attachment				
Undergraduate Degree Certificate/ Academic Transcript	★3. Educational Backgroundに記載された、大学の卒業証明、成績表が添付されているか (証明書添付ないものは、正式に本人の学歴としてはみなさない) The undergraduate degree diploma and academic transcripts of all years, stated in 3. Educational Background, attached? The lack of attachment of documents is not officially admitted.			
	↑ 書類の姓名の表記、誕生日がID等と一致しているか Check the name and date of birth as shown on ID.			
	★公証印の押されたコピー -文書はコピーでも、押されている印は生のものでなければならぬ※公証印:「コピーはたしかに正式文書のオリジナルのコピーである」ことが公的に認証されたことを証明する、その国で権限が与えられている公的機関(市役所等)や弁護士等が押す印 (公証印が発行できない国の場合、証書そのもののPDFで可。最終合格した際には、証書そのものの提出が必要となる。) ★ Confirm the notary seal affixed The copied document of original one is approved only with the original notary seal affixed. ※ The notary seal: To officially notarize the copied document, affixed by authorized public institutions or lawyers.			
	★英語以外の言語表記の書類には、英語の法定翻訳も添付してあるか ★MUST submit official translation for non-English documents			
	↑ 英訳は正しくされているか Check the accuracy of English translation.			
	★全学年の成績証明書が提出されているか(卒業試験結果のみは不可) ★Submit Academic Transcript for all the grades earned in the university (Only the result of the final examination is not permitted) The lack of attachment of any documents is not officially admitted			
A Letter of Recommendation	★ 推薦者本人のサインがあるか ★ MUST have signature of the referee.			
A Copy of Passport(ID) with Photo	★パスポートコピーは添付されているか(パスポートを取得していない場合、IDカード) ★ A copy of Passport required (National ID is acceptable if the nominee does not own a Passport)			
	★英語以外の言語表記の書類には、英語の法定翻訳も添付してあるか ★Official translation for non-English documents required			
Remarks (3. Educational Background)				
<p>学歴につき、留年、もしくは休学をした場合や、証明書記載の年月日と在学期間が一致しない特別な事情がある場合には、以下に詳細を記載してください。 Write the reasons if the years of your attendance does not match the regular academic period due to specific reasons such as repetition of the same grade, skipping the grade, absence or sick leave.</p>				
Name of University	Detail			
*Example *** University	In 2010 to 2011, I retained the 3rd year.			