

Self check list of Application Documents to be submitted

Name of Applicant (Full name):

Date of Birth:

Contact Phone Number:

Date of Submission:

Applied Sub-Program/Component:

Applied University:

No	Document	Original / Notarised Sets		Copy of Original / Notarised Sets		Remarks
		Required	Submitted	Required	Submitted	
1	This sheet	1				
2	Application Form (AF)	1		2		2 copies of the fully filled original set *Please check whether you put your signature in the lower right-hand corner of the each page <u>DO NOT change the designate page layout.</u>
3	University diploma / certificate of degree (Certified Photocopy)	1		2		If the Original/Notarised set is not in English, an officially notarised English translation must be attached. 2 copies of this original/notarised set.
4	Academic record of University (Full course for 4 or 5 years)	1		2		
5	Reference (Annex 1). (Prescribed form)	1				1 original must be submitted in a sealed envelope.
6	Nomination Letter (Annex 2). (Prescribed form)	1				1 original
7	Proof of work history	1				A notarized copy of social insurance book is preferred as a proof of your minimum 2-year work history. If it is not available, a notarized copy of labor contract(s) can be accepted. If neither document above is available, confirmation letter proving your work history from work place is acceptable <u>attached with its clear reason.</u>
8	Birth Certificate, ID Card or Passport	1		2		If the original/notarised set is written in Vietnamese, attach an English translation.
9	Certificate of English Proficiency; TOEFL, ITP TOEFL, IELTS (if available)**	1		2		1 original and 2 copies of the original.
		or		3		<u>Or</u> 3 notarised copies of the original.
10	Questionnaire (3 kinds)	1 each				Questionnaire on “Medical History”, “Source of Information” and “Reason(s) to study in Japan”.
11	Photograph (4 x 3)	4				Pasted 1 on original AF, 2 on AF copies (No.2); 1 for our office reservation. Write your name in full.

- ☐ All submitted documents should be photocopied in A4. Please do not cut in small.
- ☐ Please place the documents in this order (according to the numbers on the left)

Correspondence Page

- ✓ Full set of documents must be submitted at once. However, in case you are unable to provide all the documents, please fully explain the reason. State estimated time of submission if the arrival of documents should delay due to unavoidable circumstances.
- ✓ If the total school year is less than 16 years, please clarify the reason in detail.
- ✓ Documents arrived after the deadline will NOT be accepted.

<i>(Example 1)</i> <i>No Insurance Book or Labor Contract.</i>	Reason: <i>I did not sign any labor contract at time of employment, and there is no record made on my insurance book. I will submit the letter from the employer with an official company seal to prove my work history.</i> Submission date: <i>As my employer is on a business trip until 15 Sept., Submission date will be on 19 September.</i>
<i>(Example 2)</i> <i>The total number of years for my education from elementary school to university is only 15 years.</i>	Reason: <i>I received my elementary education in XXX province in 1979. At that time, school system in suburbs was different from present. I completed my elementary school just in 4 years.</i>

**JAPANESE GRANT AID FOR
HUMAN RESOURCE DEVELOPMENT SCHOLARSHIP (JDS) 2010-2011
APPLICATION FORM for MASTER LEVEL in VIETNAM**
(This application form should be written clearly and completed in English. Typewriting is preferable.)

1. Study Area

(1) See the Application Guideline for the details and tick your desired sub-program/component to study. The applicants should be from its target organization. If you mark more than one place, your application will become invalid.

Sub-Program	Component	Target Organizations Please tick in the box you belong to	Universities (Duration)	Please tick one you apply for
1. Growth Promotion	1-1 Institution Building for Growth Promotion	<input type="checkbox"/> Ministry of Planning and Investment <input type="checkbox"/> Ministry of Education and Training <input type="checkbox"/> Ministry of Industry and Trade <input type="checkbox"/> Ministry of Finance <input type="checkbox"/> State Bank of Vietnam	Hitotsubashi University School of International and Public Policy (2 years)	
			International Christian University Graduate School of Arts and Sciences (2 years)	
	1-2 Transport / Urban Development	<input type="checkbox"/> Ministry of Transport <input type="checkbox"/> Ministry of Education and Training <input type="checkbox"/> Ministry of Construction <input type="checkbox"/> Hanoi City People's Committee <input type="checkbox"/> HCMC People's Committee	Hiroshima University Graduate School for International Development and Cooperation (2 years)	
2. Improvement of Living / Social Conditions	2-1 Agriculture and Rural Development	<input type="checkbox"/> Ministry of Transport <input type="checkbox"/> Ministry of Education and Training <input type="checkbox"/> Ministry of Construction <input type="checkbox"/> Hanoi City People's Committee <input type="checkbox"/> HCMC People's Committee	Kyushu University Graduate School of Bioresource and Bioenvironmental Sciences (2 years)	
	2-2 Environment	<input type="checkbox"/> Ministry of Agriculture and Rural Development <input type="checkbox"/> Ministry of Education and Training <input type="checkbox"/> National Institute of Agricultural Panning and Projection	University of Tsukuba Graduate School of Life and Environment Sciences (2 years)	
3. Institution Improvement	3-1 Development of Legal Framework	<input type="checkbox"/> Ministry of Justice <input type="checkbox"/> Supreme People's Court <input type="checkbox"/> Supreme People's Procuratorate	Nagoya University Graduate School of law (2.5 years)	
			Kobe University Graduate School of International Cooperation Studies (2 years)	
	3-2 Public Administration Reforms	<input type="checkbox"/> Ministry of Home Affairs <input type="checkbox"/> Government Inspectorate <input type="checkbox"/> Provincial People's Committee <input type="checkbox"/> The Office of the National Assembly <input type="checkbox"/> Academy of Public Administration	Meiji University Graduate School of Governance Studies (2 years)	

Signature:

2. Personal Information

Attach your recent
photograph here
(Should be taken
within three months)

Please write your
name on the back of
the photo

(4cm×3cm)

(1) Name in full: _____
(As of written in passport or ID, if applicable)

(2) Date of Birth: (day)_____/ (month)_____/ (year)_____

(3) Age: _____ (as of application) (4) Sex: [☐] M / [☐] F

(4) Marital Status: [☐] Single / [☐] Married

(5) Current Home Address: _____

(6) Current Postal Address (If different from above. In Vietnamese only): _____

(7) Home Phone: _____ (8) Work (School) Phone: _____

(9) Mobile Phone (if Any): _____

***If you do not have phone at home:**

Contact Person (Family or Relative): _____ Phone Number: _____

(10) E-MAIL Address (if any): _____

3. Educational Background

(1) Educational Background (as of application)

Level	Name of School Department	Location	Period of schooling you have attended	From /To (Month/Year)	Degree
(Ex.)	XXX University Faculty of XXX	Hanoi	4 Years	09/1999 - 06/2003	Bachelor of XXX
Primary Education					
Lower Secondary Education					
Upper Secondary Education					
Higher Education (college/ university)					
Others ()					
Others ()					

Total School Year: _____ year(s) _____ month(s) *DO NOT count the year of short/training courses.

Signature:

(2) Have you ever been awarded any scholarship studying abroad?

☐ Yes Name of Scholarship: _____

Country you studied: _____ Duration (month/year) _____ – (month/year) _____

☐ No

(3) Are you currently applying for another scholarship?

☐ Yes Name of Scholarship: _____

☐ No

(4) Have you ever applied for JDS Program before?

☐ Yes Study field, university, year you applied* : _____

(* List all, if more than one.)

☐ No

Signature:

4. Work Experience (Fill out from the most recent one and attach another sheet if necessary / Full-time Job only. DO NOT include part-time job or full-time job before graduation from University.)

(1) Work Experience (as of application)

DO NOT change the format of page layout. If the space provided below is not enough, attach an additional sheet.

Organization / Company	Department	Job Title	Period of Working	From /To (Month/Year)	**Type
(Ex.) Ministry of XXXX	Accounting Division	Deputy Director	3 years	XX/XXXX - XX/XXXX	A

**For the type of organization above, choose the applicable alphabet below:

A. Ministry/Governmental agency (Central of Local) B. State Corp. /State Co.

C. Research Institution/ Canter (State). D. Educational Institution (State)

E. Other (please specify): _____

Total Work Year: _____year(s) _____month(s) (Side Job, part-time Job are not included)

(2) Your Current Occupation (including title): _____
do not abbreviate the name of the organization nor of the department

(3) Name of the current Department: _____

(4) Name of current Work Place

(5) Work Address: _____

(6) Work Phone: _____ Fax: _____

Signature:

5. **What are (were) your responsibilities of your work?** (Your answer must be typed in 150 words or less. Use separate sheet of A4 sized paper and attach this page as a cover. [Maximum 1 (one) page])

(Current Work)

(Last Work)

Signature:

6. Considering the Sub-Program/ Component of JDS which you apply for, how would you utilize your skills, knowledge and experiences that you obtain in Japan on your return home to contribute to the development of *Vietnam*? (Your answer must be typed in 400-500 words [Maximum 2 (two) pages] Use separate sheet of A4 sized paper and attach them to this page as a cover.)

Signature:

7. Research Plan (Refer A Guideline for Writing A Research Plan - Section 2)

On separate sheets of A4 sized paper, write a brief proposal of your Master's thesis or research paper. It should describe carefully the subject you want to study and the questions you want to clarify in your thesis or research paper. It is desirable that the research you will undertake addresses important problems and policy issues for the development of your country. Describe how your study can contribute to find the solutions to the problems of development of your country. The research proposal must be typed, and should be no more than 700 words [Maximum 3 (three) pages.] (You may add a very short, less than 300 words, alternative research proposal if you are not quite sure what kind of research you may want to undertake for your Master's thesis.) Attach this page as a cover.

Title of your Master's thesis or research paper:

Signature:

8. Declaration

I, (print your full name) _____,
declare that I will apply for JDS Program fully understanding “Applicants
Guidelines for JDS Program”, especially the articles stipulated below:

1. All the information answered and provided in this Application Form by me is true and accurate to the best of my knowledge and ability. My Application will be cancelled if any information mentioned above recognized to be false.
2. Application Form, which is incomplete and missing the necessary documents, is not accepted.
3. All the selection procedure and its result are entirely entrusted to the secretariat of JDS and any inquiry and objection by applicants regarding the result of selection shall not be permitted.
4. If any act of dishonesty is found other than those above in the application and selection, I am to lodge no complaint about cancellation of the application.
5. I agree that my personal information in the Application Form, provided to Japan International Cooperation Center (JICE), will be used only for the purpose of the operation of JDS program.

Signature: _____

(*Please sign at the bottom of all the pages)

Date: (day)____/(month)____/(year)_____

Signature:

**JAPANESE GRANT AID for
Human Resource Development Scholarship (JDS) 2010-2011 in Vietnam**

CONFIDENTIAL WORK STATEMENT of REFERENCE for MASTER LEVEL

This reference statement is to be completed by the current authorized officer from the applicant's work place. This should be written or typed clearly in English and put in a sealed envelope (if not in English, an accurate translation must be attached by the referee).

The Name of the Applicant and the Applied Sub-Program and Component (this should be written by the applicant by him/herself):
Full Name: _____

Applied Sub-Program: _____

Applied Component: _____

University: _____

To the referee: This is an integral part of an application form for the JDS program provided by the Ministry of Education and Training of the Socialist Republic of Vietnam under Japanese Grant Aid. The objective of this program is to support human resource development of Vietnam, targeting promising, young government officials, who are expected to be leaders of the country, and to engage in formulating and implanting social and economic development policies in Vietnam. Participants of the JDS Program shall contribute to expand and enhance the foundation for bilateral relations with Japan, having well-rounded knowledge of Japan. Your candid responses to the items below would greatly assist the selection. Please return the completed form (and the Vietnamese original if applicable) in a **sealed envelope** to the applicant.

1. How long have you known the applicant and in what context?

2. How do you estimate the applicant's personality?

(Strength)

(Weakness)

3. How do you describe the applicant's competence and weakness in his/her work?

(Competence)

(Continued to the next page)

(Weakness)

4. How do you appraise the applicant’s ability that he/she will fill upon his/her return to Vietnam, and the duties he/ she will undertake?

5. Please evaluate the applicant regarding the following items in comparison with other staff: Please tick one each.

	Excellent	Good	Average	Below Average
Academic Ability				
Knowledge of Specialty Field				
Motivation & Diligence				
Potential for Future Contribution in Specialty Field				
Leadership				
Emotional Maturity				
Communication Skill				
Skill in Maintaining Personal Relationship with others				
Adaptability to New Environment				

6. Other recommendation remarks:

Full Name: _____

Name of Work Place and Department:

Department: _____ Title: _____

Phone No.: _____ Fax No.: _____

Signature:

Date: (day) _____/(month) _____/(year) _____

Japanese Grant Aid
for Human Resource Development Scholarship (JDS)
for Vietnam 2010 - 2011

Nomination Letter

This is to certify that the following person is a permanent government official of our organization which belongs to Target Organization listed in JDS Program, and the person is allowed to apply for JDS scholarship. The given contents are true and under our authorization.

*** He/she will be allowed:**

1. to leave from work to participate in Pre-Departure Orientation in Hanoi.
2. to leave from work to study in accepting university in Japan as a JDS Fellow.
3. to return to his/her former organization as permanent government official after his/her graduation from Japanese University.

Full Name of applicant:	
Applicant's work place:	

Confirm this recommendation by:

Name of organization:		
Department:		
Name of supervisor:		
Position / Title:		
Signature of official representing employer in the department/ organization		Official Stamp:
Date: (date/month/year)		

Questionnaire on Medical History and Present Health Condition

To be eligible for a scholarship, applicants must be in good condition physically and mentally at the time of application/selection and for a period scholarship is awarded. During a scholarship is awarded, JDS fellow must dedicate himself/herself to the study program of the university he/she attends to. Therefore, in case there is a drastic change in fellow's health condition before his/her departure to Japan, and if university considers his/her condition not suitable enough in the pursuit of academic goal, scholarship is subject to cancel, based on the decision/guidance of university.

Name: _____

1. Check "Yes" or "No" to each item listed below and explain the condition if yes.

Question	Yes -> Describe the detailed condition	No
Have you had any significant or serious illness or injury? (If hospitalised, give place & dates)		
Have you had any operations or advice by a Physician to have an operation? (Place & dates)		
Do you currently use any drugs for treatment of a medical condition? (Give name & dose)		
Have you ever been a patient in a mental Hospital or sanatorium or treated by a Psychiatrist? (Place & dates)		

2. Please check "Yes" or "No" to each item listed below and enclose the relevant condition with a circle if yes.

Do you now have or have you ever had the conditions as follows? (if it has already cured, please put "C" in the column of "Yes" instead of circling)

Condition	Yes	No
Asthma, emphysema, or other lung conditions (specify: _____)		
Tuberculosis or live with anyone who has tuberculosis		
High blood pressure, heart disease		
Stomach, liver (hepatitis), gall bladder disease		
Kidney or bladder disease, stone or blood in the urine		
Diabetes (sugar in the urine)		
Depression, excess worry or other psychological symptoms		
Acquired Immune Deficiency Syndrome (AIDS)		
Tumour, abnormal grow, cyst, or cancer		
Bleeding disorder, blood disease (sickle cell anemia)		

3. Describe your present health condition in detail:

Questionnaire on Source of Information

This question will be processed only for the improvement of future JDS program.

1. How did you know the JDS Program?

[☐] Notice from your Organization:

[☐] Internet through JDS Homepage:

[☐] Poster:

Where did you see it? _____

[☐] Other: _____

2. Did you attend Explanatory Meeting on JDS Program?

[☐] Yes:

[☐] No:

Thank you for your cooperation.

ANNEX 5

Questionnaire on your reason(s) to study in Japan

(Name) _____

(University you apply) _____

Why did you select JDS for your study abroad?

In JDS Program, you do not use the local language (the Japanese Language) for your learning purpose because course program is provided to you in English, while on the other hand you learn the Japanese language for your daily life purpose.

Please write your opinion about advantage(s) and reason(s) for you to study in Japan (non-English-speaking society) using English as learning tool within 200 words.

Thank you very much for your cooperation.