

**Master's Degree and Internship Program of African Business Education Initiative for Youth
(ABE Initiative) FY2024**

JICA Knowledge Co-Creation Program(KCCP)/JICA Development Studies Program

APPLICATION FORM

Reg.No _____

Instructions

1. Handwritten form is NOT acceptable
2. Fill in the form in English
3. It is a MUST to fill all the YELLOW columns (Please write "N/A" if not applicable)
4. Write years in western calendar
5. Write proper nouns in full without abbreviation
6. Check your application form using the check list at the bottom of this application form
7. Print out all pages after entering required information in all questions
8. Obtain Signature(s) of the applicant's present organization (if necessary, digital stamp/signature is acceptable.)

1. Personal Information

1-1. Course

Master's Degree and Internship Program of African Business Education Initiative for Youth

Color Photo
(4cm×3cm)

Paste your photo
taken within
6 months.

1-2. Number (Not need to fill in. JICA will inform after selection Procedures)

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1-3. Information regarding the applicant

Family Name (Capitalize the first letter)					
First Name (Capitalize the first letter)					
Other Name (If any. Capitalize the first letter)					
Sex (For VISA application)		Date of Birth (Day/Month/Year)		/	
Nationality		Age (As of 1/4/2024)			
Resident Country					
City/Town		TEL (Primary)			
State/Province		TEL (Secondary)			
Email			Passport possession		

1-4. Contact Person in Emergency (2 people)

1	Name			Relationship		
	Province & Country		TEL		Email	
2	Name			Relationship		
	Province & Country		TEL		Email	

Application Form

2. Educational Background

Instructions

1. Exclude kindergarden education and nursery school education.
2. Preparatory education for university admission is included in upper secondary education.
3. If you attended multiple schools at the same level of education due to moving house or readmission to university, modify level column and write the schools in the separate rows.
4. Any school years or levels skipped or repeated should be indicated in the Remarks column.
5. End date for Higher Education should match with the date on the graduate certificate which you submit.
6. Academic Degree must be filled for Higher Education level. (If not obtained any degree, write "N/A")

Level	Name of School	Province, Country	Years of schooling	From (Month)/(Year)		Academic Degree
	Faculty / Department			To (Month)/(Year)		
Primary Education				From	/	
				To	/	
Lower Secondary Education				From	/	
				To	/	
Upper Secondary Education				From	/	
				To	/	
Higher Education				From	/	
				To	/	
				From	/	
				To	/	
				From	/	
				To	/	
Total Years of Education:			0	years of schooling		

Please write the reasons in Remarks if you need to make a supplement or explanation for the above Educational Record.

Remarks	
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1) Language Proficiency

English Proficiency	Listening			
	Speaking			
	Reading			
	Writing			
	Official English Exam Score (if any) ex. TOEFL 100, IELTS 7.0 If Others, please specify			
	Date of exam (yyyy/mm/dd)			
Mother Tongue ex. French				
Other Language (if any)				
Overall Proficiency of the other language				

Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

2) Have you ever been awarded a scholarship for studying abroad?

	Name of scholarship				
	Duration	From	/	To	/

3) Are you currently applying for any scholarship(s), other than ABE Initiative?

	Name of scholarship				
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4) Have you ever participated in any training course in your country or abroad including any offered by JICA?

	Name of the course				
	Country you visited		Name of the institution or agency		
	Duration	From	/	To	/
	Name of the course				
	Country you visited		Name of the institution or agency		
	Duration	From	/	To	/
	Name of the course				
	Country you visited		Name of the institution or agency		
	Duration	From	/	To	/

3. Present Organization and Nomination

3-1. Present Organization and Position

Type of Organization		if others, specify	
Organization			
Department / Division			
Position			
Date of employment	/ /	Date of assignment to the present position	/ /
Province & Country		TEL	Email

Categories of Organization	Types of Organization	Description
A. Private Sector	Private(Japanese)	Private Japanese company including Private school
	Private(Non-Japanese)	Private Non-Japanese company including Private school
B. Ministry / Government Institution	National Government	Ministry or Federal Institution
	Local Government	Governmental Institution run by state/province or city/town
	Public Enterprise	Government-owned corporation or facilities
C. Higher Education and TVET	University	Either public or Private University
D. Others	NGO/Private(non-profit)	NGO or non-profit organization
	Self-employed	Freelancer (if you own a company, chose "Private")
	Fresh Graduate	Just graduated or will Graduate soon from University and not working
	Unemployed	Not working
	Others	Any status not applying to all above

3-2. Questionnaire on Relationship with the Military / the Ministry of Defense


*Please mark with in the boxes below which best describes your affiliated organization's relationship with the Military.

<input type="checkbox"/> Yes <input type="checkbox"/> No	the Military, an active military personnel or a military personnel listed in the muster roll/military register
<input type="checkbox"/> Yes <input type="checkbox"/> No	an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register
<input type="checkbox"/> Yes <input type="checkbox"/> No	the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense
<input type="checkbox"/> Yes <input type="checkbox"/> No	a civilian organization but with military personnel or a military division within the organization
<input type="checkbox"/> Yes <input type="checkbox"/> No	an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment

Application Form

3-3. Confirmation of the nomination by the applicant's present organization

I agree to nominate this person as qualified nominees to participate in the programs on behalf of our organization.

Date		Signature	
Name			
Department / Division			
Position			
TEL			
Email			

* This confirmation is necessary if the applicant's present organization is the ministry / government institution or any higher education and TVET institution
 If the applicant is from other institution like private sector, this confirmation is not mandatory.

Confirmation by the organization in charge (if there is no Note Verbale/Letter from the government nominating the applicants)

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

Date		Signature	
Name			
Department / Division			
Position			

* If the applicant is from other institution like private sector, this confirmation is not mandatory

4. Work Experience

Provide the information of your work experience following the most recent experience after graduating from higher education. The first row (most recent one) will be filled automatically if 3-1 is correctly filled.

* In "To", please write the month and year of application to this program.

Ex., If you applied for this program at the end of October in 2023, please choose October as month and 2023 as year.

Organization	Department	Position	Period of Working	From / To	Full / Part Time	Type
				From / To		
				From / To		
				From / To		
				From / To		
				From / To		
				From / To		
				From / To		
				From / To		
				From / To		

****For the type of organization, please choose from the followings:**

- A. Private Sector
 - B. Ministry / Government Institution
 - C. Higher Education and TVET (Technical and Vocational Education and Training) Institutions
 - D. Others (non-profit organization etc.)
- *Please refer to Category of Organization on page 4 (3. Present Organization and Nomination)

Total years of full-time job experience: 0 year and 0 month
 Total years of part-time job experience: 0 year and 0 month

5. Declaration

I hereby declare to apply for the Master's Degree and Internship Program of African Business Education Initiative for Youth (ABE Initiative) with a full understanding of the "General Information", especially the articles stipulated below:

(1) APPLICATION

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 is proven to be false.
2. all the information provided by me in this application form had been approved by my supervisor in my organization (Required only for Governmental Officials (including public organizations) and/or Educators.)
3. an application form which is incomplete or missing any necessary document(s) will be deemed ineligible and not considered.
4. the selection procedure and results rest entirely with JICA as the secretariat of ABE Initiative. No inquiries or objections by applicants regarding the result of the selection process will be considered.

(2) OBJECTIVE OF THE PROGRAM

- When I am accepted for the Master's Degree and Internship Program of African Business Education Initiative for Youth program, I agree
- 2-1. with the objective of the program which is written in G.I.. Therefore, I will participate in observation tours of companies, summer internship, and post graduate internship as designated by JICA, and cooperate in questionnaires while and after completing the program,
 - 2-2. that I am required to contribute to the development of my nation's relationship with Japan after completing the Master's course and Internships in Japan,
 - 2-3. that the objective of the program is not provision of employment in Japan upon completion of the program.

(3) JICA's GUIDELINES

【General Rules】

The candidates accepted applicants/ participants of KCCP are required

- (1) to understand that it is mandatory for participants to physically come to Japan for participating in this program at the date designated by JICA,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves on their own,
- (3) not to change course subjects or extend the course period,
- (4) to understand that inviting your participant's family members is not recommended before your stay in Japan has passed more than 6 months in Japan,
- (5) to return to your home country on the designated flight by JICA, when you finish the program/course or when it is deemed impossible to finish the program within your program period, or when the participant is not successful with regular course examination in the case the participant enters the program as a research student,
- (6) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (7) to observe the rules and regulations of the program implemented by the partners who provide for the program or establishments, ("Plagiarism" especially is taken severely by enrolling university, regardless of whether it is direct plagiarism or self-plagiarism and participants may be subjected to disciplinary action such as suspension),
- (8) not to engage in political activities, or in any form of employment for profit,
- (9) to discontinue the program, should the participant violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get become critically ill or seriously injured and is considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care expense described in the table of "5. Expenses NOT to be borne by JICA,"
- (10) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (11) not to drive a car or motorbike, regardless of an international driving license possessed,
- (12) to observe the rules and regulations at the place of the participants' accommodation,
- (13) to refund allowances or other benefits paid by JICA in the case of a change in schedule,
- (14) to accept that the Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan,
- (15) to submit a Health Certificate in JICA's format at the participant's expense. The certificate must be the results of a health check-up taken after the participant receive an acceptance notice from JICA,-
- (16) to accept to submit a second Health Certificate in JICA's format if the participant will not be able to arrive within 6 months from the date of his/her first medical examination. The cost of the Health Certificate will be borne by the participant,
- (17) to be in good health to participate physically and mentally in the program. In order to reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest when consulting the doctor for your Health Certificate. If the results of the medical examination taken after the participant receive an acceptance notice from JICA, result indicate that the applicant is not in good health to complete the examination within the acceptance period, the examination may be revoked,
- (18) not to be receiving nor planning to receive another scholarship during the program,
- (19) to understand not to make other applications for different JICA training courses at the same time, and
- (20) to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose) is 60 days, in principle.

(21) to enroll and complete JICA-DSP online courses when you receive JICA's instructions to do so.

【Privacy Policy】

The participants/applicants are requested to understand Privacy Policy of JICA as follows.

(1) Scope of Use

Personal information specified in this form will be stored, used, or analyzed by JICA only within the scope of conducting and supervising JICA's technical training (long-term) (selection, coordination, travel, life support of the participants in Japan, and follow-up after returning to home country) which is stipulated in Article 40, Paragraph 3 of the Japan International Cooperation Agency Organization Regulations. The personal information contains also medical history information and health certificate.

JICA will provide the personal information to the universities that the applicants wish to enroll.

Once the candidate is accepted by a university, JICA will make a contract for the implementation of the program with that university.

JICA will not use the acquired personal information for purposes other than the above.

JICA will take safety management measures for the acquired personal information and manage it appropriately in accordance with the privacy policy and internal rules.

(2) Provision of acquired personal information to a third party

JICA shall never provide personal information to third parties except as required by law.

However, in the following cases, we will provide personal information and will take the following measures.

○ In the case of contracted universities for the implementation of the program

Application Form

Ⓞ In the case of contracted universities for the implementation of the program

The use of the personal information is limited to the scope of the commissioned tasks (implementation of the program) and JICA will request the commissioned party

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【Security Notice】

JICA takes any measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

*Information Security Policy of JICA in relation to Personal Information Protection

■ JICA will properly and safely manage personal information collected through Application Forms in accordance with JICA's Privacy Policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgation, loss or damages of such personal information.

■ Unless otherwise obtained approval from the Applicant him/herself or there are valid reasons such as disclosure under the laws and ordinances, etc. and except for the reasons 1-3 below, JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in 1-3 below and will not use the information for any purposes other than those described in 1-3 below without prior approval of the Applicant him/herself.

1. To provide the KCCP to Participants.

2. To provide the KCCP to Participants under the Citizens' Cooperation Activities.

3. In addition to 1 and 2 above, if the government of Japan or JICA determines it necessary in technical cooperation.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);

JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR)'s requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

【Copyright Policy】

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scope approved by each copyright holder.

If the participants apply to online the KCCP, the participants shall also comply with terms of use of copyrighted works for the online KCCP that are shown on the JICA website.

(https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

2. All the documents for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use a third party's work (reproduction, photograph, illustration, map, figures, etc.), which is protected under the laws and regulations in the participants' country or copyright-related multinational agreements, the participants shall obtain a license to use the work within the scope approved by the copyright holder.

3. The participants shall agree that JICA may use the documents prepared by the participants (including but not limited to reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, as reference for other KCCP courses and project formulation).

【Compliance Policy】

JICA shall improve the transparency and fairness of its operations and financial activities in order to secure public trust.

JICA shall contribute to the sound development of the international economic community through development assistance in order to secure the trust of the international community.

JICA shall meet the needs of developing regions and swiftly and flexibly provide quality service.

JICA shall consider natural and social environments when conducting its operations.

JICA shall communicate well with various levels of society and maintain an organizational culture of transparency.

*Please refer to JICA website below regarding the detailed JICA's Compliance.

https://www.jica.go.jp/english/our_work/compliance/index.html

【Portrait Right Policy】

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not need to agree to grant the participants themselves portrait right license to JICA, and has absolutely no problem in participating in KCCP. JICA respects the intention of each participant.

• I understand and fully agree to the following terms and conditions set forth above.

• I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.

• I understand the intention of JICA on "Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:

Agree / Disagree

• I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Name of Applicant:

Signature:

DATE (Day / Month / Year):

/

/

Check List

Please check the following BEFORE printing

Page	Check Point	Applicant	JICA
1	Is the full name written as shown on the Passport? (Correct spelling etc.) (National ID is acceptable if the applicant does not own a Passport)		
	Is the date of birth same as on the Passport or ID?		
	Is your age between 22 to 39? (if not, check qualified age at JICA overseas office in charge of your country)		
2	Are the name of supervisors chosen from the professor list in the University Information?		
	Did you check the deadline of Submission Period of Application Documents to the University? Please note that some universities have earlier application deadlines and are not applicable for the Pre-Matching Selection.		
3	Does the schooling years correspond to the years specified in University Diploma and Academic Transcript?		
	Is the name of the degree same as in the "University Diploma" and "Academic Transcript"?		
	Is the total schooling years over minimum academic years for Bachelor's degree? your total schooling years->	0 years	
	If the schooling years do not match with the regular academic period, is it explained in the Remarks column?		
4	Is the applicant applying for any scholarship other than the ABE Initiative Program?		
5	Is the name of organization, department, and position correctly mentioned? (No abbreviation is allowed)		
	Is your present organization not related to the Military / the Ministry of Defense?		
6	Is the working history and period correctly filled? ·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.		
Annex. 2 Details of Current and Previous Work Experience, Research Plan and Career Plan after Graduation	Are details of your current and pervious work experience written within 150 words each?		
	Is the research plan written with more than 700 words in accordance with Rules of Outline of Research Plan as instructed in Annex. 2 Research Plan? (Extreme lack of words may not be accepted)		
	Is the research plan written with the "Title", "Introduction", "Objective" and "Conclusion", respectively followed Rules of Outline of Research Plan as instructed in Annex. 2 Research Plan?		
	Is your career plan after graduation written within 400-500 words?		
All	Are all the Yellow columns (MANDATORY) filled?		

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Please check the following **AFTER** printing

Page	Check Point	Applicant	JICA
5	Is there an official stamp/signature of present organization?		
8	In the Declaration Form, is the signed date within the application period?		
University Diploma	Is the notary seal* affixed to University Diploma? 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.		
	Is the name and date of birth as shown on the Passport or ID? If not, please describe the reason in the letter.		
	If not written in English, is the official English translation attached?		
Academic Transcript	Is the notary seal affixed to Academic Transcript for all the grades earned in the university?		
	Is the name and date of birth as shown on the Passport or ID? If not, please describe the reason in the letter.		
	If not written in English, is the official English translation attached?		
Copy of Passport(ID)	Is the copy of valid Passport (or National ID) attached?		
	If not written in English, is the official English translation attached?		
ID Photo	Is the applicant's photo (4cm x 3cm) attached on Page 1 of Application Form?		

Please check the following **BEFORE** submission

Page	Check Point	Applicant	JICA
All	Are all documents and attachments attached/submitted? <ul style="list-style-type: none"> • Application Form, • Annex1(Declaration of desired universities), • Annex2 (Research Plan and Career Plan, Current and Previous Work Experience), • University Diploma (and Official English translation if the documents are issued other than English), • Academic Transcript (and Official English translation if the documents are issued other than English), • Copy of Passport/ID with photo (and English translation if necessary), • 2 ID Photos(4 cmx3 cm) pasted on application form (Original and copy) • Physician's Certificate (If required after answering questions in the Medical History), • Photocopy of official English Proficiency Certificate as required by the desired university. • A Master's degree thesis (if you already have a Master's degree) 		

Name of Applicant: _____