

Rules of Japanese Grant Aid for Human Resource Development Scholarship (JDS) Fellows

April 1, 2010

Japan International Cooperation Center (JICE)

Agent for JDS Project

Chapter 1 General Provisions

Article 1 Purpose

The rules stated herein that JDS Fellows who come to Japan to study under the JDS Scholarship Project, a grant aid project executed by the Japan International Cooperation Agency (JICA), are required to comply with are decided in accordance with the “Stipulations for Japanese Grant Aid for Human Resource Development Scholarship Fellows,” which have been established by JICA.

Article 2 Definitions

For the rules stated herein, the following definitions for terms related to the JDS Project shall apply:

- (1) JDS: Shall refer to the Japanese Grant Aid for Human Resource Development Scholarship Project executed by JICA.
- (2) JDS Fellows: Shall refer to persons coming to Japan to study under the JDS Project.
- (3) Accepting university: Shall refer to universities receiving JDS Fellows.
- (4) Implementing agency: Shall refer to the JDS Project recipient country governments rendering services related to the JDS Project.
- (5) Agent: Shall refer to the organization implementing the services and duties related to the JDS Project on behalf of the implementing agency, in accordance with the contract concluded with the implementing agency.
- (6) Operating Committee: Shall refer to the decision-making body established in each recipient country for the smooth operation of the JDS Project.
- (7) Arrival in Japan: Shall refer to the arrival in Japan of JDS Fellows to start their academic studies under the JDS Project.
- (8) Return to home country: Shall refer to the return of JDS Fellows to their home countries upon completion of their studies in Japan under the JDS Project.

Chapter 2 Precepts for Study in Japan

Article 3 Fundamental Commitment for Study in Japan

1. While studying in Japan, JDS Fellows shall devote themselves to acquiring knowledge in their special field at their accepting university and to building human networks; Fellows are also obligated to acquire a master's degree within the period determined by the Operating Committee.

2. JDS Fellows shall endeavor to maintain good relations with the Agent; Fellows are also obligated to arrive in Japan and return to their home country in accordance with the schedule and means stipulated by the said Agent, and to attend all official programs implemented by the Agent.

Chapter 3 Prohibited Matters

Article 4 Prohibited Matters

A JDS Fellow shall not:

- (1) Violate any or all laws of Japan
- (2) Violate any or all pledges made with the Fellow's home country government
- (3) Make any false statements in JDS Project application documents
- (4) Violate any or all rules and regulations of the accepting university
- (5) Engage in any of the following acts:
 - (i) Drive a motor vehicle (car, motorcycle, etc.)
 - (ii) Undertake any part-time work (excluding academic work for which compensation is provided by the Fellow's accepting university)
 - (iii) Change the field of study
 - (iv) Use the Permit of Stay issued by Japan for any purposes other than that for which it was issued
 - (v) Violate any of the JDS Project rules.

Chapter 4 Loss of Status as JDS Fellows

Article 5 Conditions for Loss of Status

Pursuant to a decision by the Operating Committee, a JDS Fellow may lose his or her status as a JDS Fellow should any or all of the following circumstances arise:

- (1) It is expected that the Fellow will be unable to acquire the target academic degree within the stipulated period.
- (2) The Fellow violates any of the provisions stipulated as prohibited matters in Article 4, Chapter 3.
- (3) The Operating Committee deems a loss of status is warranted because of an action other than that prohibited in (2) above.

Chapter 5 Allowances Provided to JDS Fellows

Article 6 Types of Allowances

1. The Agent shall provide the following allowances to the JDS Fellows:
 - (1) Scholarship
 - (2) Airfare
 - (3) Arrival allowance
 - (4) Accommodation allowance
 - (5) Subsidiary allowance for purchase of books
 - (6) Shipping allowance
 - (7) Domestic traveling and seminar allowance

2. For details regarding the above-specified allowances, see the attached Tables 1 and 2.

3. All allowances are subject to change.

Chapter 6 Rules Pertaining to Residence in Japan

Article 7 Arrangement for an Accommodation

1. Except in unavoidable and extraordinary circumstances, all JDS Fellows shall make arrangements for accommodations in Japan and move into those accommodations from the original accommodations provided upon arrival in Japan at least one week before the enrollment in the accepting university.

2. When making arrangements for accommodations, a JDS Fellow shall appoint the Agent as the joint surety/guarantor for the residence and receive the prior approval by the Agent in accordance with the requirements stipulated in attached Table 3.

3. A JDS Fellow shall endeavor to maintain good relations with his/her landlord and neighbors.

4. A JDS Fellow shall bear any or all costs related to the arranging and moving into accommodations.

Article 8 Obligation to settle All Utilities and Other Charges when Vacating Residence

When vacating the rental housing, a JDS Fellow shall completely pay all costs for restoring the apartment to its original condition and all utilities, telephone, and other charges before returning to the home country.

Article 9 Proof of Enrollment

1. Each JDS Fellow shall sign the Proof of Enrollment, which is provided by the Fellow's university, within the period between the 10th and the 15th of each month to be eligible to receive the scholarship.
2. Should the Fellow be absent from the university during the above-specified period, the Fellow is required to notify the Agent in advance.
3. Should the Fellow fail to sign the Proof of Enrollment, payment of the scholarship stipulated in Article 6-1-(i) equivalent to the amount for that month may be suspended.

Article 10 Monitoring

Each JDS Fellow is required to attend the quarterly monitoring meetings held by the Agent and to submit the required reports before each meeting.

Article 11 Documents to be Submitted

In addition to the documents stipulated in other Articles, each JDS Fellow is required to submit the following documents to the Agent:

- (1) Transcripts of grades issued by the Fellow's accepting university for each semester
- (2) In the case of a change of residence or contact telephone number, Form 1, "Notification of Change of Address/Contact Telephone Number"
- (3) In the case of a renewal or reissuance of, or change in, any document issued by a relevant authority, a copy of the said document, e.g., passport, Permit of Stay, alien registration card, or national health insurance certificate
- (4) In the case of absence from the residence for three days or longer, excluding overseas trips, Form 2, "Notification of Emergency Contact Number During Absence"
- (5) In the case of employment by the Fellow's university for an academically related part-time job for which the Fellow receives remuneration, Form 3, "Notification of Employment"
- (6) At the end of the period of study, a final transcript of grades at the time of graduation, copy of diploma, data file of master's thesis, receipt showing final payment of utilities and telephone charges, separately attached "Information Sheet," and a pledge regarding visa.

Article 12 Securing of Contact Number and E-mail Address

A JDS Fellow shall be responsible for securing and maintaining a telephone number and e-mail address through which the Agent can contact the Fellow, and is required to inform the Agent of said telephone number and e-mail address.

Article 13 Extension of Period of Stay

Should a JDS Fellow reside in Japan for over two years, the Fellow shall be responsible for handling any or all procedures for the renewal of relevant residence documents in accordance with Japanese law.

Article 14 Overseas Travel for Private Purposes

1. A JDS Fellow may travel overseas for private purposes after receiving approval from the accepting university.
2. If a JDS Fellow is planning to take a trip overseas for a private purpose, the Fellow is required to fill out Form 4, "Notice of Overseas Travel (for private purposes)," attach all necessary documents, and submit them to the Agent in advance.
3. In regards to the period of overseas travel for private purposes, the scholarship will not be paid to the Fellow during the period between the day the Fellow departs from Japan until the day the Fellow reenters Japan. If, during a particular month, the Fellow resides in Japan for less than the full month, the Agent will pay to the Fellow for that month the amount derived by dividing the monthly scholarship amount by the number of calendar days for the month, with fractions less than one yen rounded off, and then multiplying that amount by the number of days the Fellow was resident in Japan.
4. After the completion of the overseas trip for private purposes, the Fellow shall promptly submit to the Agent copies of the relevant pages in the Fellow's passport showing the stamp verifying departure from Japan and the stamp verifying reentry into Japan.
5. Once the Agent has received the documents required in 4 above from the Fellow, the Agent will calculate the period of the overseas trip for private purposes based on the departure and reentry dates shown in the Fellow's passport.

Article 15 Overseas Research

1. A JDS Fellow may travel overseas for the purpose of carrying out research overseas necessary for the Fellow's master's thesis study after receiving approval from the accepting university.
2. If a JDS Fellow is planning to travel overseas for research, the Fellow is required to fill in Form 5, "Request Form for Overseas Research," attach all necessary documents, and submit them to the Agent in advance.
3. In regards to the period of Overseas Research, should the period between the day after the day of arrival in the destination country until the day of departure from said country exceed 60 days, the scholarship will not be paid for the number of days exceeding the said 60-day period. In such a case, the Agent will pay to the Fellow for that month the amount derived by dividing the monthly scholarship amount by the number of calendar days for the month, including the number of excess days, with fractions less than one yen rounded off, and then multiplying that amount by the number of calendar days for that month minus the number of said excess days.
4. After the completion of the Overseas Research trip, the Fellow shall promptly submit to the Agent copies of the relevant pages in the Fellow's passport showing the entry stamp verifying entry into the destination country and the departure stamp verifying departure from said country.
5. Should the Fellow be unable to submit copies of the relevant passport pages required in 4 above for some unavoidable reason, the Fellow may submit, in lieu of those documents, copies of boarding passes for the Fellow's flights to and from the destination country.
6. Once the Agent has received the documents required in 3 or 4 above from the Fellow, the Agent will calculate the period of the Overseas Research trip based on the entry and departure dates shown in the Fellow's passport or the arrival and departure dates shown on the Fellow's boarding passes.

Article 16 Bringing Family Members to Japan

1. A JDS Fellow may bring his/her family members to Japan three months after the Fellow's arrival in Japan and after the Fellow has enrolled in his/her accepting university. However, should the accepting university have stricter rules regarding the bringing of dependents to Japan, those rules shall have precedence, and the Fellow shall act in compliance with said rules.
2. Should a JDS Fellow bring his/her family members to Japan, the Fellow shall be responsible for all matters related to said family members, including the handling of procedures and paying of expenses arising from the family member(s) entry into Japan.
3. On the return to the home country, the Fellow shall ensure that any or all family member(s) the Fellow brought to Japan have returned to the home county before the Fellow vacates his/her residence.

Article 17 Request for Issuance of Certificates

1. Should a JDS Fellow require the "Certificate of Scholarship" or the "Financial Statement" needed to bring dependents to Japan, travel to a third country, or rent an apartment, the Fellow may request said documents by filling out and submitting to the Agent Form 6, "Application Form For Issuance of Certificate of Scholarship" for the issuance of said certificate by the Agent.
2. Should the "Certificate of Scholarship" specified above be used for bringing a Fellow's dependents to Japan, the Fellow shall submit to the Agent Form 7, "Covenant regarding Staying with Dependents in Japan."

Article 18 Internship

1. A JDS Fellow may participate in an internship program that is deemed necessary for the Fellow's master's degree thesis after receiving approval from the accepting university.
2. Should a Fellow wish to participate in an internship program, the Fellow is required to fill in Form 8, "Request Form for Participation in an Internship," attach all other necessary documents, and submit them to the Agent in advance.

3. In regards to the period of overseas travel in case the internship program is held outside of Japan, should the period between the day after the day of arrival in the destination country until the day of departure from said country exceed 60 days, the scholarship will not be paid for the number of days exceeding the said 60-day period. In such a case, the Agent will pay to the Fellow for that month the amount derived by dividing the monthly scholarship amount by the number of calendar days for the month, including the number of excess days, with fractions less than one yen rounded off, and then multiplying that amount by the number of calendar days for that month minus the number of said excess days.
4. After the completion of the overseas internship program, the Fellow shall promptly submit to the Agent copies of the relevant pages in the Fellow's passport showing the entry stamp verifying entry into the destination country and the departure stamp verifying departure from said country.
5. Should the Fellow be unable to submit copies of the relevant passport pages required in 4 above for some unavoidable reason, the Fellow may submit, in lieu of those documents, copies of boarding passes for the Fellow's flights to and from the destination country.
6. Once the Agent has received the documents required in 3 or 4 above from the Fellow, the Agent will calculate the period of overseas travel to participate in the overseas internship program based on the entry and departure dates shown in the Fellow's passport or the arrival and departure dates shown on the Fellow's boarding passes.

Chapter 7 Rules Regarding the Return to the Home Country

Article 19 Matters for Strict Compliance

After the return to the home country, all JDS Fellows are required to attend any or all Report Meetings held by the Operating Committee or the Agent and, should there be any special instructions from said parties, all Fellows are obligated to comply with them.

Table 1

Type	Amount	No. of times	Purpose	Remarks
Scholarship	【A period】 ¥115,000 per month, in case Fellow stays in accommodations provided by Agent	In principle, two months' scholarship amount paid every even-numbered month.	To subsidize payment for all daily life expenses, including expenses for rent, transportation, food, utilities, telephone and Internet, and national health insurance.	(1) In case both "A" and "B" periods occur in the same month, the daily rates for both "A" and "B" will be paid according to their ratio (calculated by number of calendar days in the month). (2) Should the Fellow be hospitalized and not be required to bear the hospital food costs, ¥2,835 per day will be deducted during the period between the first day of hospitalization until the day before the Fellow's discharge from the hospital.
	【B period】 ¥154,000 ¥156,000 ¥157,000 per month for cases other than "A" above. *1 Amount differs according to location of university			
Airfare	Amount equivalent to economy-class airplane ticket	Once for trip to Japan and once for return to home country	To pay for cost for travel to Japan and return to home country	
Arrival Allowance	¥229,000	Once, upon arrival in Japan	For purchase of items (¥100,000) necessary for living in Japan and purchase of a computer (¥129,000)	¥129,000 is the maximum amount allotted for purchase of computer and OS.
Accommodation Allowance	¥210,000	Once (only for accommodations requiring the costs specified in next column)	The allowance provides subsidies for any or all fees of following items; (1) Key money (2) Deposit (3) Guarantee money (4) Agent commission	(1) Allowance shall be ¥310,000 for Fellows living in Kansai region (Shiga, Kyoto, Mie, Nara, Wakayama, Osaka, Hyogo prefectures) (2) This Allowance will not be provided to a Fellow whose date of the relocation is more than one year since the first day of arrival in Japan, excluding a change of accommodations necessitated by a move out of a dormitory due to the expiration of the term of residence in the dormitory or some other extraordinary circumstances.
Subsidiary Allowance for Purchase of Books	¥30,000	Once every 12 months after enrollment in university	To subsidize purchase of books necessary for Fellow's research	
Shipping Allowance	¥15,000	Once, before return to home country	To subsidize shipping of research materials to Fellow's home country	
Traveling and Seminar Allowance	¥50,000	Once in a 12-month period after enrollment in master's degree	To subsidize payment of travel expenses related to participation in seminars or research and survey activities	

*1 See Table 2 for the list of monthly scholarships and accepting universities.

Table 2

List of Monthly Scholarships

List of Monthly Scholarships

Level	Amount (per month)
Level I	¥ 157, 000
Level II	¥ 156, 000
Level III	Summer ¥ 154, 000 Winter (※5 months from November to March) ¥ 157, 000
Level IV	¥ 154, 000

Level	University	Cities, Municipalities
Level I	Hitotsubashi University (Asia Public Policy Program)	Chiyoda-ku, Metropolitan Tokyo
	Hitotsubashi University (Global Governance Program)	Kunitachi City, Metropolitan Tokyo
	Tokyo University of Technology	Meguro-ku, Metropolitan Tokyo
	Tokyo University of Agriculture and Technology	Fuchu City, Metropolitan Tokyo
	International Christian University	Mitaka City, Metropolitan Tokyo
	Sophia University	Chiyoda-ku, Metropolitan Tokyo
	Meiji University	Chiyoda-ku, Metropolitan Tokyo
	Waseda University (GS of Asia-Pacific Studies; GS of Commerce)	Shinjuku-ku, Metropolitan Tokyo
	Toyo University	Bunkyo-ku, Metropolitan Tokyo
	Yokohama National University	Yokohama City, Kanagawa Pref.
	Nagoya University	Nagoya City, Aichi Pref.
	Ritsumeikan University (GS of Policy Science; GS of International Relations)	Kyoto City, Kyoto Pref.
	Osaka University	Suita City, Osaka Pref.
Kobe University	Kobe City, Hyogo Pref.	
Level II	University of Tsukuba	Tsukuba City, Ibaraki Pref.
	Keio University	Fujisawa City, Kanagawa Pref.
	Ritsumeikan University (GS of Economics; GS of Science and Engineering)	Kusatsu City, Shiga Pref.
	Kyushu University	Fukuoka City, Fukuoka Pref.
Level III	International University of Japan	Minamiuonuma City, Niitagata Pref.
Level IV	Niigata University	Niigata City, Niigata Pref.
	Toyohashi University of Technology	Toyohashi City, Aichi Pref.
	Hiroshima University	Higashihiroshima City, Hiroshima Pref.
	Yamaguchi University	Yamaguchi City, Yamaguchi Pref.
	Waseda University (GS of Global Information and Telecommunication Studies)	Honjo City, Saitama Pref.
	Ritsumeikan Asia Pacific University	Beppu City, Oita Pref.

Table 3

Checkpoints for examination by JICE of JDS Fellow’s Prospective Residence

Item	Checkpoints
Joint-surety guarantor	<ul style="list-style-type: none"> • JICE must be named as a joint-surety guarantor of the lease contract.
Building structure	<ul style="list-style-type: none"> • Building provides adequate sound- and fireproofing. (Wooding buildings should be avoided because they provide less protection against sound, fire, and earthquakes.)
Surrounding environment	<ul style="list-style-type: none"> • No loud sources of noise nearby. • Not in a hazardous area that could threaten residents’ safety. • Not in a geographically dangerous area susceptible to natural disasters.
Facilities	<ul style="list-style-type: none"> • Adequate emergency escape routes provided. • Fire extinguishers provided in apartment or open, shared space. • Bath and lavatory provided in apartment or building. • Gas, water, and electricity supplied. • Doors and windows can be securely locked.
Housing lease contract	<ul style="list-style-type: none"> • No terms of the contract unreasonably disadvantageous to the lessee.
Others	<ul style="list-style-type: none"> • Residence presents no problems that could adversely affect Fellow’s academic studies.

Date : _____

Notification of Address and Contact Number Change

To: Japan International Cooperation Center
(C/O JICE _____ Office)

Name: _____

JDS No: _____

Country: _____

University/college: _____

No.	Item	Old Data	New Data	Date of change (dd/mm/yy)
1	Address			Date of Relocation
2	Phone Number			
	Home Phone			
	Fax			
	Mobile Phone			
3	E-mail Address			
4	Others			

1. If you change your address, a photocopy of your National Health Insurance Certificate with the new address indicated must be submitted.
2. You must submit this Notification promptly following any change(s) to registered matters.
3. If you change your address, you must inform so to your bank in the form prescribed by the banker which is available at any branch of the bank .

Date : _____

Notification of Emergency Contact during Absence

(for domestic travel)

To: Japan International Cooperation Center

(C/O JICE _____ Office)

Name: _____

JDS No.: _____

Country: _____

University/college: _____

I hereby give notice of emergency contact during my temporary absence from my residence.

1. Term: From _____ / _____ / _____ to _____ / _____ / _____
(Month/Day/Year) (Total _____ days)

2. Addresses at destination:

3. Emergency contact (telephone, facsimile, etc.):

I hereby declare that the information provided above is true and correct.

I also hereby agree that I shall accept full and complete responsibility for my own safety and health during my trip, and that the Japan International Cooperation Center (JICE) shall not be responsible for any illness or any injury or death as a result of an accident that may occur to me or others during the period of my absence. I shall also regularly check my e-mail account during my absence.

NOTE: A JDS Fellow must submit this form to the JICE Office in charge no later than two (2) days before his/her temporary leaving.

Date : _____

Notification of Employment

To: Japan International Cooperation Center

Name: _____

JDS No.: _____

Country: _____

University/college: _____

Signature: _____

As I shall undertake part-time employment for which I will receive remuneration from my accepting university, I hereby notify the Agent of the following:

1. Employment period: From _____ (month/day/year) to _____
2. Number of employment hours per week: _____ hrs/week
3. Employer's name:
4. Description of work:

Please attach a copy of the "Certificate of Permission to Engage in Activity Other than that Permitted Under the Status of Residence Previously Granted."

I hereby declare that the information provided above is true and correct.

I also hereby agree that I shall accept full and complete responsibility for my own safety and health during my employment, and that the Japan International Cooperation Center (JICE) shall not be responsible for any illness or any injury or death as a result of an accident that may occur to me or others during the period of my employment.

Important:

1. This notification must be submitted to the JICE office in charge no later than one week prior to the starting date of the employment.
2. In accordance with Japan's Immigration Control Law, a JDS Fellow is not permitted to work without receiving the "Certificate of Permission to Engage in Activity Other than that Permitted Under the Status of Residence Previously Granted," nor is a Fellow permitted to work more than the number of hours per week permitted according to the said Immigration Control Law.

Date : _____

Notice of Overseas Travel (for private purpose)

To: Japan International Cooperation Center
(C/O JICE _____ Office)

Name: _____

JDS No: _____

Country: _____

University/college: _____

I hereby give notice of my plans for traveling overseas for private reasons.

1. Term: From _____ / _____ / _____ to _____ / _____ / _____
 (Departure from Japan: Year/Month/Day) (Re-entry to Japan: Y/M/D)
 (Total _____ days)

2. Flight Schedule and Contact Number at the destination

(1) Flight Schedule to the destination country

Date	Origin	Destination	Contact Phone Number (Hotel, etc.)	Others

(2) Schedule in the destination country

Period	Place of stay	Contact Phone number

3. Approval by academic advisor

As the academic advisor of the above-named JDS Fellow, I hereby affirm that the said Fellow's academic studies will not be adversely affected by the proposed overseas trip.

Name of advisor: _____ Signature or seal: _____

4. Provisions of covenant

(1) **Responsibilities and expenses arising during my temporary absence from Japan:** I agree to accept full and complete responsibility for any illness, injury, or accidents that may occur during my temporary absence from Japan, and for payment of any and all costs related thereof.

(2) **Departure and reentry procedures:** I agree to accept full and complete responsibility for obtaining all necessary visas and completing all other official procedures necessary for my departure from and reentry into Japan, as well as for the payment of all related costs thereof.

(3) **Scholarship:**

I agree that the payment of my scholarship may be reduced for a certain period of my absence from Japan in accordance with the provisions governing overseas travel in the Rules of JDS fellows.

(4) **Insurance:**

I agree that should the period of my stay in a country other than Japan exceed 30 days, that duration of stay exceeding 30 days shall not, in principle, be covered by the overseas travel accident insurance.

(5) **E-mail:**

I shall check my e-mail account regularly during the period of my trip.

Signature : _____

Important:

1. This notification must be submitted to the JICE office in charge no later than four (4) weeks prior to the proposed departure day for the trip.
2. A copy of the page(s) in your passport showing the exit and the entry stamps for your trip must be submitted to the JICE office in charge within one week after the end of the overseas trip period.
3. JICE will use the personal information supplied above for only the purposes of the JDS Project.

Date : _____

Request Form for Overseas Research

To: Japan International Cooperation Center

Name: _____

JDS No: _____

Country: _____

University/college: _____

As I wish to be temporarily absent from Japan for the purpose of overseas research, I am making the following application for approval.

1. Term: From _____ / _____ / _____ to _____ / _____ / _____
 (Departure from Japan: Year/Month/Day) (Re-entry to Japan: Y/M/D)
 (Total _____ days)

2. Flight Schedule and Contact Number at the destination (A JDS Fellow must submit a fixed itinerary to the JICE Office no later than one (2) week before leaving Japan.)

(1)Flight Schedule to the destination country

Date	Origin	Destination	Flight Number	Destination	Other Details

(2)Schedule in the destination country

Period	Place of stay	Activities	Contact Phone number

3. Accompanying dependents

Name	Relationship	Accompanying / non-accompanying

3. Approval by academic advisor

As the academic advisor of the above-named JDS Fellow, I hereby affirm that the overseas research proposed by the Fellow is necessary for the Fellow's master's thesis research. The expected results of this overseas research for the furthering of the Fellow's master's thesis research are as follows:

Name of advisor: _____ Signature or seal: _____

4. Plan for Overseas Research (Research Proposal)

(1) Current theme/topic of master's degree thesis

(2) Reason(s) why the Overseas Research is necessary

(Please explain the reason(s) of this overseas research it is necessary for your master's thesis research. Please also explain why it is essential for this research to be conducted overseas rather than in Japan.)

(3) Purpose of the Overseas Research

(Please describe specifically the methods and the locations of the proposed survey or field-work overseas, the kinds of data to be collected, the target persons and topics of interviews, etc.)

(4) Expected results of Overseas Research

(Please describe how you expect the results of your proposed overseas research will contribute to your master's thesis research.)

4. Provisions of covenant

(1) **Responsibilities and expenses arising during my temporary absence from Japan:** I agree to accept full and complete responsibility for any illness, injury, or accidents that may occur during my temporary absence from Japan, and for payment of any and all costs related thereof.

(2) **Departure and reentry procedures:** I agree to accept full and complete responsibility for obtaining all necessary visas and completing all other official procedures necessary for my departure from and reentry into Japan, as well as for the payment of all related costs thereof.

(3) **Scholarship:**

I agree that the payment of my scholarship may be reduced for a certain period of my absence from Japan in accordance with the provisions governing overseas travel in the Rules of JDS fellows.

(4) Insurance:

I agree that should the period of my stay in a country other than Japan exceed 30 days, that duration of stay exceeding 30 days shall not, in principle, be covered by the overseas travel accident insurance.

(5) E-mail:

I shall check my e-mail account regularly during the period of my trip.

Signature : _____

Important:

1. This notification must be submitted to the JICE office in charge no later than four (4) weeks prior to the proposed departure day for the trip.
2. A copy of the page(s) in your passport showing the exit and the entry stamps for your trip must be submitted to the JICE office in charge within one week after the end of the overseas trip period.
3. JICE will use the personal information supplied above for only the purposes of the JDS Project.

Application Form for Certificate of Scholarship

Date: _____

To: Japan International Cooperation Center
(c/o JICE _____ office)

Name: _____

JDS No.: _____

Country: _____

University/college: _____

Signature: _____

I hereby request documents proving my status as a JDS Fellow who receives a scholarship from JICE (Certificate of Scholarship and Financial Statement) for the following reasons:

To be submitted to : () Immigration Bureau in _____

() Embassy/Consulate General of Japan in _____ city

country

() Other _____

Reason for application (Please tick the appropriate bracket "[]" and fill in the blanks):

[] For family member(s) to stay with me in Japan (For obtaining eligibility for them)

【Information about the family members】

1.

Name	
Sex	
Date of Birth	
Relationship	

2.

Name	
Sex	
Date of Birth	
Relationship	

3.

Name	
Sex	
Date of Birth	
Relationship	

4.

Name	
Sex	
Date of Birth	
Relationship	

【Length of the dependents' stay and Status of eligibility】

Date of Arrival : _____

Date of Departure : _____

Status of Eligibility : _____ () Dependent _____ () Short-Term

[] Others

【Please clarify the reason including the expected period of stay if you use the certificate for the application for VISA of the third country】

--

Date : _____

Covenant regarding Staying with Dependents in Japan

Name: _____

JDS No. _____

Country _____

University: _____

Signature: _____

To: Japan International Cooperation Center

I hereby pledge to comply with the following articles of this Covenant regarding my dependents' staying with me in Japan. Should I be in violation of any of the articles of this Covenant, I shall not lodge any formal objection even if I should lose my status as a JDS Fellow.

1. I shall not neglect my academic studies because my dependents are living together with me in Japan.
2. I shall ensure that my dependents enter Japan not earlier than three months since my arrival in Japan.
3. My dependents will not violate the laws of Japan.
4. I shall bear all expenses for my dependents' travel to and stay in Japan.
5. I shall ensure that my dependents depart from Japan before I vacate my accommodations.
6. I shall bear all responsibility for my dependents.

Date : _____

Request Form for Participation in Internship Program

To: Japan International Cooperation Center

Name: _____

JDS No: _____

Country: _____

University/college: _____

As I wish to participate in an internship program, I am making the following application for approval.

1. Name of organization:

2. Address of above-named organization:

3. Term: From _____ / _____ / _____ to _____ / _____ / _____

(Departure from Japan: Year/Month/Day) (Re-entry to Japan: Y/M/D)

(Total _____ days)

4. Schedule

(1) Schedule of the Program

Period	Contents of Program	Place

(2) Traveling Schedule

Period	Place of Departure	Place of Arrival	Transportation (flight number)

5. Contact Number during the Internship Program

6. Approval by academic advisor

As the academic advisor of the above-named JDS Fellow, I hereby affirm that the internship program proposed by the Fellow is necessary for the Fellow's master's thesis research. The expected results of this overseas research for the furthering of the internship program are as follows:

Name of advisor: _____ Signature or seal: _____

4. Plan for the Internship Program (Research Proposal)

(1) Current theme/topic of master's degree thesis

(2) Reason(s) why the Internship Program is necessary

(Please explain the reason(s) of the Internship Program it is necessary for your master's thesis research. Please also explain why it is essential for this research to be conducted overseas rather than in Japan.)

(3) Purpose of the Internship Program

(Please describe specifically the methods and the locations of the proposed survey or field-work overseas, the kinds of data to be collected, the target persons and topics of interviews, etc.)

(4) Expected results of the Internship Program

(Please describe how you expect the results of your proposed Internship Program will contribute to your master's thesis research.)

4. Provisions of covenant

(1) **Responsibilities and expenses arising during the Internship Program:** I agree to accept full and complete responsibility for any illness, injury, or accidents that may occur during the Internship Program, and for payment of any and all costs related thereof.

(2) **Departure and reentry procedures:** I agree to accept full and complete responsibility for obtaining all necessary visas and completing all other official procedures necessary for my departure from and reentry into Japan, as well as for the payment of all related costs thereof.

(3) **Scholarship:**

I agree that the payment of my scholarship may be reduced for a certain period of my absence from Japan in accordance with the provisions governing overseas travel in the Rules of JDS fellows.

(4) Insurance:

I agree that should the period of my stay in a country other than Japan exceed 30 days, that duration of stay exceeding 30 days shall not, in principle, be covered by the overseas travel accident insurance.

(5) E-mail:

I shall check my e-mail account regularly during the period of my trip.

Signature : _____

Important:

1. This notification must be submitted to the JICE office in charge no later than four (4) weeks prior to the proposed departure day for the trip.
2. If you have an overseas trip, a copy of the page(s) in your passport showing the exit and the entry stamps for your trip must be submitted to the JICE office in charge within one week after the end of the overseas trip period.
3. JICE will use the personal information supplied above for only the purposes of the JDS Project.
4. Please be sure to attach hereto documents giving an overview (purpose, contents, etc.) and showing the schedule of the internship program.