

Checklist of Application Documents to be Submitted

Name of Applicant (Full name): _____ Date of Birth: _____

Contact Phone Number: _____ Date of Submission: _____

Applying Sub-Program/ Component _____

Applying University: _____

No	Document	Original / Notarised Sets		Copy of Original / Notarised Sets		Remarks
		Required	Submitted	Required	Submitted	
1	Checklist of Application Documents to be Submitted	1				
2	Application Form (Prescribed form) with Picture (4X3 cm)	1		2		1 original and 2 copy sets of the original.
3	University Diploma or Certificate		3	3		3 notarized copies of the original. Must be written in English or accompanied with an official English translation.
4	Official Transcript		4	3		3 notarized copies of original. Must be written in English or accompanied with an official English translation. Must contain all the grades earned in the university.
5	Reference letter (Annex) (Prescribed form)	1				1 original in the sealed envelope. Must be written in English or accompanied with an official English translation.
6	Nomination letter (Prescribed form)	1				1 original. Must be written in English or accompanied with an official English translation.
7	Resident Certificate (Prescribed form)	1				1 original. Should be stamped by a local authority.
8	Registration form (Prescribed form)	1				Paste a picture (4 X 3 cm) on the form
9	Questionnaire (Prescribed form)	1				Questionnaire on "Medical History"

- Use only A4 size paper.
- Please place the documents in this order (according to the numbers on the left)

**JAPANESE GRANT AID FOR
HUMAN RESOURCE DEVELOPMENT SCHOLARSHIP (JDS) 2011-2012
APPLICATION FORM for MASTER LEVEL in Lao P.D.R.**

(This application form should be written clearly and completed in English. Typing with Computer is preferable.)

1. Study Course

See the Application Guidelines 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.	Universities (Duration)	Please tick one you apply for.
[1. Improving Administrative Ability and Institution Building] 1-1 Capacity Development in Administrative and Financial Institutions 1-1-1. Capacity Development in Management of Public Finance	<input type="checkbox"/> Ministry of Finance <input type="checkbox"/> Ministry of Planning and Investment <input type="checkbox"/> National Academy of Politics and Public Administration <input type="checkbox"/> Bank of Lao P.D.R.	International University of Japan Graduate School of International Relations (2 years)	
1-1 Capacity Development in Administrative and Financial Institutions 1-1-2. Capacity Development in Administrative Institutions	<input type="checkbox"/> Public Administration and Civil Service Authority <input type="checkbox"/> Ministry of Planning and Investment <input type="checkbox"/> Central Committee for Organization and Personnel <input type="checkbox"/> National Academy of Politics and Public Administration	Meiji University Graduate School of Governance Studies (2 years)	
1-2 Improvement of Legal System	<input type="checkbox"/> Ministry of Justice <input type="checkbox"/> People's Supreme Court <input type="checkbox"/> Public Prosecutor's Office <input type="checkbox"/> Ministry of Planning and Investment <input type="checkbox"/> Ministry of Industry and Commerce <input type="checkbox"/> National Assembly	Nagoya University Graduate School of Law (2.5 years)	
1-3 Improvement of Road and Transportation/ Urban Environment Development	<input type="checkbox"/> Ministry of Public Works and Transport <input type="checkbox"/> Ministry of Planning and Investment <input type="checkbox"/> Water Resources and Environment Administration <input type="checkbox"/> Ministry of Energy and Mines	Ritsumeikan University Graduate School of Science and Engineering (2 years)	
1-4 Improvement of Agricultural Facilities, the Residential Environment, and Livelihoods in Rural Areas, Support for the Policies and Institution Building in the Area of Agricultural and Forest Preservation	<input type="checkbox"/> Ministry of Agriculture and Forestry <input type="checkbox"/> Ministry of Industry and Commerce <input type="checkbox"/> Water Resources and Environment Administration <input type="checkbox"/> Ministry of Planning and Investment	Kyushu University Graduate School of Bioresource and Bioenvironmental Sciences (2 years)	
[2. Institution Building and Human Resource Development for Enhancing the Private Sector]	<input type="checkbox"/> Ministry of Planning and Investment <input type="checkbox"/> Ministry of Industry and Commerce <input type="checkbox"/> Ministry of Foreign Affairs <input type="checkbox"/> Ministry of Finance	Hiroshima University Graduate School for International Development and Cooperation (2 years)	
[3. Improving Basic Education]	<input type="checkbox"/> Ministry of Education <input type="checkbox"/> Teacher Training College <input type="checkbox"/> Teacher Training School <input type="checkbox"/> Research Institute for Education Sciences	Osaka University Graduate School of Human Sciences (2 years)	

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) Given Name: _____ Family Name: _____

(as of written in passport or ID, if applicable)

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

(3) Age: _____ (as of 1st April 2011)

(4) Sex: [] M / [] F (5) Marital Status: [] Single / [] Married

* Please sign all the pages on the lower right-hand corner

(6) Current Home Address: _____

(7) Current Postal Address: _____

(8) Phone/ Home: _____ (8) Phone/ Work Place: _____

(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	Vientiane	3 Years 10 Months	09/1999 - 06/2003	Bachelor of XXX
Primary Education				09/ - 06/	
Lower Secondary Education				09/ - 06/	
Upper Secondary Education				09/ - 06/	
Higher Education (University level)					
Other Higher Education (except training)					
Other Higher Education (except training)					

***Do not count short course/training course.** For the incomplete degree study, please mark as 'incomplete'.

Total School Year: _____ year(s) _____ month(s)

(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* : **(Ex.)** Law , Nagoya , 2009

(* List all, if more than one.)

No

4. Work Experience

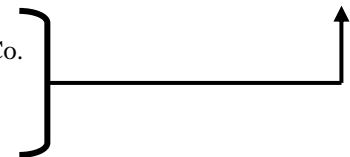
(Fill out from the most recent and attach another sheet if necessary / Full-time job ONLY. Part-time job or full time job before graduation of university, period of suspension of work are not include)

(1) Work Experience (as of application)

Organization / Company	Department/ Division	Position Title	Period of Working	From /To (Month/Year)	**Type
(Ex.) Ministry of XXX	XXX Division, ***Department	Deputy Director	3 years	Current - 08 / 2003	A

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

- A. Ministry/Governmental agency (Central or provincial) B. State Corp./ State Co.
 C. Research Institution/center (State) D. Educational institution (State)
 E. Others



Total Work Year: _____ year(s) _____ month(s) (Side Job, part-time Job are not included)

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

(3) Name of current Work Place (Organization, Department/Division)

(4) Address of Work place: _____

(5) Phone of Work place: _____ Fax: _____

* Please sign all the pages on the lower right-hand corner

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 it to this page as a cover. **Maximum 1 (one) page**) *Do no forget your signature on each page of the attachments

(Current Work)

(Previous Work)

5
Signature of Applicant: _____

* Please sign all the pages on the lower right-hand corner

6. Considering the sub-program/component which you apply for on page 1, how will you utilize your knowledge, skills and experiences that you obtain in Japan on your return home for the contribution to the development of Lao P.D.R.? (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.)

***Do not forget your signature on each page of the attachments**

6
Signature of Applicant: _____

7. Research Plan

On separate sheets of A4 sized paper, write a brief proposal of your Master's thesis.

Describe how your study can contribute to find the solution to the problems of development of your country. It is strongly recommended that the research plan be in connection with;

- ✓ Sub-Program/Component (as target priority area and development issues of JDS program)
- ✓ Your work, duties, future career plans
- ✓ Applying university, etc.

Other details are given in the attached *A guideline for writing a research plan*. The research plan 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 undertake for your Master's thesis.) Attach this page to them as a cover.

***Do no forget your signature on each page of the attachments**

Title of the Master's thesis:

8. Declaration

I, (print your full name) _____ ,
declare that I apply for JDS Program with full understanding “Application
Guidelines for JDS Project in Lao P.D.R.”, 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 or missing the necessary documents is regarded ineligible.
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 are not 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. The objective of the JDS is to provide Lao citizens to study in Japan at master’s level in order to support national efforts to achieve social and economic development in Lao P.D.R. Thus, the returned fellow is under the obligation to contribute to the development of Lao P.D.R. and to remain in Lao P.D.R. at least for two years after completing Master’s degree in Japan.
6. 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 including this page)

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

**JAPANESE GRANT AID for
Human Resource Development Scholarship (JDS) 2011-2012 in Lao P.D.R.**

CONFIDENTIAL STATEMENT of REFERENCE for MASTER LEVEL

This reference statement is to be completed by the employer / 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 choice of 'Sub-Program' 'Component' (this should be written by the applicant by him/herself):
Full Name

Sub- Program /Component: _____

To the referee: This is an integral part of an application form for the scholarship program provided by the Ministry of Education of the Government of Lao P.D.R. under the Grant Aid Program by the Government of Japan. This particular program offers opportunities for academic research at Japanese higher educational institutions. Also, this is to enhance the leadership skills of young people in Lao P.D.R. so that they can contribute more effectively to their home country after completion of their respective studies. Your candid responses to the items below would greatly assist the selection. Please return the form in the **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)

(Weakness)

4. How do you appraise the applicant's ability that he/she will fill upon his/her return to Lao P.D.R., and the duties he/she will undertake?

(Continued on the next page.)

5. Please evaluate the applicant regarding the following items in comparison with other officials: 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:

7. Relevance of the applicant's research plan and his/her current work; (please tick one from below)

Strongly relevant / somewhat relevant / not relevant

Comments:

Full Name: _____

Name of Work Place and Department:

Title: _____

Phone No.: _____ Fax No.: _____

Signature: _____

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

Nomination letter

To Ministry of Education

This is to officially nominate our permanent –based employee,

Name: Mr./Ms. ,

Position: ,

for the Japanese Grant Aid for Human Resource Development Scholarship (JDS) 2011-2012.

He/she shall be allowed if chosen as a JDS scholar:

1. to fully participate in Pre-Departure Orientation in Vientiane.
2. to study at an accepting university in Japan.
3. to return to the same organization as a permanent-based employee after the graduation from the university.

The given contents are true and under our authorization.

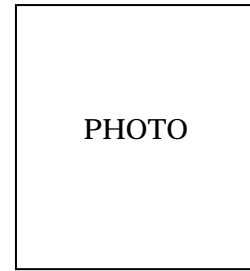
Name:		
Position:		
Department		
Organization:		
Signature		Official Stamp
Date: (date/month/year)		

Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Province_____

District_____

Village_____



Resident Certificate

No_____

Head of the village of _____ District_____

Province _____

Certified that: Mr. / Ms. _____

Age_____ years old, date of birth:_____/_____/_____

Nationality:_____, Occupation:_____

Current working place _____

Current address: House No._____,Unit_____Registered in house registration
no._____, dated_____/_____/_____ village:_____

District_____ province_____

Father's name:_____ Mother's name:_____

At Village:_____ District:_____ Province_____

The above-mentioned person is truly in our responsibility and under our authority,
therefore, we issued this certificate to be used as evidence to concerned organization,
especially to be used as prove evident to applying for JDS Scholarship only.

Date:_____

Head of village of:_____

(Signature and seal)

Remark: **THIS IS ONLY FOR JDS SCHOLARSHIP PURPOSE**

Reg. No. _____

Registration Form
Japanese Grant Aid for
Human Resource Development Scholarship
Lao P.D.R. 2011 – 2012

Full name:

Paste recent photo
here(4 x 3 cm).
Write your name on
the back of the photo

Signature: _____

For JICE use only:

A/F No.: _____

University: _____

Questionnaire on Medical History and Present Health Condition

To be eligible for a scholarship, applicants must be in good condition physically and mentally since the time of application to the time of return to Laos after completion of his/her course in Japan. During the period of scholarship awarded, JDS participants must dedicate himself/herself to the study program of the university he/she attends. 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 and the Operating Committee of the JDS Program.

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:
