

Checklist 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 (Check by applicant)	Required	Submitted (Check by applicant)	
1	This sheet	1				
2	Application Form (Prescribed form)	1		2		1 original and 2 copies of the original.
3	University Diploma / Certificate of degree	3				3 notarized copies (*) of the original. Must be written in English or accompanied with an official English translation.
4	Official Transcript	3				3 notarized copies of original. Must be written in English or accompanied with an official English translation. Must contain all the grades that you took 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	Proof of work history (Social insurance book or Labour contract)	1		2		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 labour contract(s) can be accepted. If neither document above is available, confirmation letter proving your work history from work place is acceptable attached with its clear reason.
7	Certified Copy of I.D. card or foreign passport	1		2		1 notarized copy and 2 copies of it. If the Original/ Notarised set is written in Mongolian language, attach translation(s) in English.
8	Questionnaire (2kinds) (Prescribed form)	1				Questionnaire on "Medical History" And "Source of Information"
9	Photograph (4 x 3)	3				Photograph taken within the past three months before the application. 1 for on the original and 2 for on each copy of application form

- **All submitted documents should be photocopied in A4.**
- **Please place the documents in this order (according to the numbers on the left)**

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

**JAPANESE GRANT AID FOR
HUMAN RESOURCE DEVELOPMENT SCHOLARSHIP (JDS) 2011-2012
APPLICATION FORM for MASTER LEVEL in Mongolia**
(This application form should be written clearly and completed in English. *Typing with Computer is preferable.*)

1. Study Course

See the Application Guideline for the details and tick your 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	Universities/Course (Duration)	Please tick one which you apply for.	Please write down your Ministry or Organization Name
[1. Institutional development for a market economy] 1-1 Development of Institutions 1-1-1 Development of Institutions (Legal System Reform)	Kyushu University / Graduate School of Law (2 years)		
1-1 Development of Institutions 1-1-2 Development of Institutions (Financial Management)	Hitotsubashi University / Asian Public Policy Program (2 years)		
1-1 Development of Institutions 1-1-3 Development of Institutions (Enterprise Management / Policy Planning)	International University of Japan / Graduate School of International Management (2 years)		
1-2 Basic Education and Vocational Training	Osaka University / Graduate School of Human Sciences (2years)		
[2.Environmental Protection]	University of Tsukuba / Graduate School of Life and Environmental Sciences (2 years)		
[3 . Development of infrastructure to promote economic activity (Urban Environmental Improvement)]	Toyo University / Graduate School of Regional Development Studies/ (2years)		
[3 . Development of infrastructure to promote economic activity (Development Engineering · Information Communication Technology)]	Tokyo Institute of Technology / Graduate School of Engineering (2years)		

* Development issues are based on important issues for national development of Mongolia and JDS fellows are expected to solve them through their studying in Japan.

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: _____
(Хэр) (Овог)
(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

(6) Current Home Address: _____

(7) Current Postal Address: _____

(8) Home Phone: _____ (9) Work (School) Phone: _____

Signature of Applicant: _____

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

(10) Mobile Phone (if Any): _____

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

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

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

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

3. Educational Background

(1) Educational Background (as of application)

Fill out all of your educational information, as of application. For the incomplete degree study, please mark as 'incomplete'. From September to the following June is considered as one year. DO NOT count the year of short/training courses.

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

* From Sep. to Jun. We count as one year. Do not count short course/training course.

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

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

Yes Name of the Scholarship: _____

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

No

(3) Are you currently applying for another scholarship?

Yes Name of the Scholarship: _____

No

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

Yes Study field, university, year you applied* : **(Ex.)** Law , Nagoya , 2006

(* List all, if more than one.)

No

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

4. Work Experience

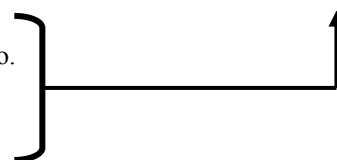
Fill out from the most recent and attach another sheet if necessary / Full-time job ONLY. DO NOT include part-time job or full time job before graduation of university.

(1) Work Experience (as of application)

Organization / Company	Department	Position Title	Period of Working	From /To (Month/Year)	**Type
(Ex.) Ministry of XXX	XXX Division, ***Department	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 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 the current Department: _____

(4) Name of current Work Place

(5) Work Address: _____

(6) Work Phone: _____ Fax: _____

Signature of Applicant: _____

* 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**)

(Current Work)

(Previous Work)

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

6. Considering the Sub-program/Component of JDS 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 Mongolia? (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.)

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

7. Research Plan

On separate sheets of A4 sized paper, write a brief proposal of your Master's thesis or research paper. 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 should be in connection with;

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

Other details about writing your proposal are giving in the attached *A guideline for writing a research plan*. 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 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 your Master's thesis or research paper:

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

8. Declaration

I, (print your full name) _____ ,
declare that I apply for JDS Program with full understanding “Application
Guidelines for JDS Program in Mongolia”, 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 citizens of Mongolia to study in Japan at master’s level in order to support national efforts to achieve social and economic development in Mongolia. Thus, the returned fellow is under the obligation to contribute to the development of Mongolia and to remain in Mongolia 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 programme.

Signature: _____
(*Please sign at the bottom of all the pages including this page)

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

FOR the employer / authorized officer
Өргөдөл гаргагчийн ажил олгогч / удирдлагад

JAPANESE GRANT AID for
Human Resource Development Scholarship (JDS) 2011-2012 in Mongolia
Хүний нөөцийг хөгжүүлэх тэтгэлэг олгох хөтөлбөр
ЯПОН УЛСЫН БУЦАЛТГҮЙ ТУСЛАМЖ (JDS) 2011-2012

CONFIDENTIAL STATEMENT of REFERENCE for MASTER LEVEL
МАГИСТРАНТУРД СУРАЛЦАХ
ӨРГӨДӨЛ ГАРГАГЧИЙН ТОДОРХОЙЛОЛТ

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).

Энэ тодорхойлолтыг өргөдөл гаргагчийн ажил олгогч / удирдлага (эрх бүхий ажилтан) бөглөнө. Үүнийг англи хэлээр бөглөөд дугтуйнд хийж тамга эсвэл гарын үүсгээр битүүмжилнэ үү. (Англи хэлнээс бусад хэл дээр бөглөсөн тохиолдолд англи хэлний орчуулгыг хавсрагана уу)

The Name of the Applicant and the choice of ‘Sub-Program’ ‘Component’ (this should be written by the applicant by him/herself):

Өргөдөл гаргагчийн овог нэр болон сонгосон Дэд хөтөлбөр ба Бүрэлдэхүүн хэсэг (үүнийг өргөдөл гаргагч өөрөө бөглөнө)

Full Name Овог нэр

‘Sub-Program’ ‘Component’ Дэд хөтөлбөр ба Бүрэлдэхүүн хэсэг: _____

To the referee: This is an integral part of an application form for the scholarship program provided by the Ministry of Education, Culture and Science of the Government of Mongolia 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 Mongolia 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.

Тодорхойлогчид: Энэ тодорхойлолт нь Япон улсын буцалтгүй тусламжийн хүрээнд Монгол улсын Боловсрол, Соёл, Шинжлэх Ухааны Яамнаас хэрэгжүүлэх тэтгэлэгт хөтөлбөрийн өргөдлийн нэг хэсэг болно. Уг хөтөлбөр нь Япон дахь дээд боловсролын байгууллагад суралцах бололцоог олгоно. Мөн тухайн мэргэжлээрээ суралцаж ирээд эх орныхоо хөгжил цэцэглэлтэнд хувь нэмэр оруулах Монголын залуучуудын удирдах чадварыг дээшлүүлэх зорилготой. Дараахь зүйлүүдэд өгөх Таны хариу сонгон шалгаруулалтанд чухал ач холбогдолтой учир бөглөж дууссан уг маягыг **дугтуйнд хийж тамгаар эсвэл гарын үсгээр битүүмжлэн** өргөдөл гаргагчид буцааж өгнө үү.

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

Та өргөдөл гаргагчийг хэзээнээс, яаж таньдаг вэ?

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

Та өргөдөл гаргагчийн зан байдлыг хэрхэн тодорхойлох вэ?

(Strength) (Сайн тал)

(Weakness) (Сул тал)

(Continued on the next page.)

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

Та өргөдөл гаргагчийг хүссэн мэргэжлийнхээ дагуу суралцахад ямар сайн ба сул талтай гэж дүгнэх вэ?

(Competence) (Сайн тал)

(Weakness) (Сул тал)

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

Өргөдөл гаргагч нь эх орондоо буцаж ирсний дараа үзүүлж чадахүйц амжилт, гүйцэтгэвэл зохих ажлын талаарх таны бодол?

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

Өргөдөл гаргагчийг бусад оюутнуудтай харьцуулж дараахь хүснэгтийг бөглөнө үү?

	Excellent	Good	Average	Below Average
Academic Ability Сурах чадвар				
Knowledge of Specialty Field Мэргэжлийн мэдлэг				
Motivation & Diligence Суралцах болсон шалтгаан ба чармайлалтын талаарх дүгнэлт				
Potential for Future Contribution in Specialty Field Суралцах сонирхолтой чиглэлээрээ ирээдүйд хэрхэн амжилт үзүүлэх бололцоотой вэ?				
Leadership Удирдах чадвар				
Emotional Maturity Сэтгэл зүйн хувьд хэрхэн бэлдсэн бэ?				
Communication Skill Харилцааны чадвар				

Skill in Maintaining Personal Relationship with others Бусадтай хэр зэрэг нийтгэч вэ?				
Adaptability to New Environment Шинэ орчинд дасан зохицох чадвар				

6. Other recommendation remarks Бусад тодорхойлох зүйл:

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:

Өргөдөл гаргагчийн судалгааны сэдэв нь түүний ажилтай хэрхэн уялдаж байгаа вэ? (тохирсон хариултыг сонгоно уу)

Маш их уялдаж байна / Бага зэрэг уялдаж байна / Огт уялдахгүй байна

Тайлбар:

Full Name Овог нэр: _____

Name of Work Place and Department

Албан газар болон дотоод салбар, хэлтэсийн нэр:

Title Албан тушаал: _____

Phone No. Утас: _____ Fax No. Факс: _____

Signature Гарын үсэг: _____

Date: (day Өдөр) _____ / (month Сар) _____ / (year Он) _____

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 Mongolia after completion of his/her study in Japan. During the period of scholarship awarded, JDS Participants 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 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:

Questionnaire on Source of Information

Name; _____

This question will be used only for the improvement of future JDS Project, and have no influence for selection results.

1. How did you know the JDS Project?

(Please check only one item applicable.)

Person in charge in your organization:

Name of the organization _____

Your boss:

JDS alumnus or returned JDS fellow:

Name of the person _____

E-mail through intranet of your organization:

Internet through JDS Homepage

Brochure:

Where did you see it? _____

Poster:

Where did you see it? _____

Media (Newspaper etc) :

Name of the media _____

Other: _____

2. Did your organization convene Recruitment Seminar on JDS Project?

Yes: (participants: _____)

No:

Thank you for your cooperation.