

Application
Guide for
**JICA ABE
Initiative**

commencing
in September 2023



September 2022



Tokyo Institute of Technology

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Application Schedule

Enrollment Date: **Late September 2023**

Number of Admitted Students: Several

Types of Programs: Research Student Program (eligible to enroll in master's program only)

Application Period: **March 1, 2023 – April 1, 2023**

1. General Prospectus

The ABE Initiative, or African Business Education Initiative for Youth, is conducted by JICA (Japan International Cooperation Agency), to support young professionals who can “navigate” and contribute to the development of industries in Africa. This program offers opportunities for young and eligible African men and women to study master's courses at Japanese universities as international students and to experience internships at Japanese enterprises. The aim is to develop effective skills in order to contribute to various fields. Beyond acquisition of skills and knowledge, this program also intends to cultivate excellent personnel who can recognize and understand the contexts of Japanese society and systems of Japanese companies. The expected outcome of the program is a network of potential contributors to the development of African industries who will also lead Japanese businesses to engage further in economic activities in Africa.

Officially dispatched students under the program will enroll in Tokyo Institute of Technology (Tokyo Tech) as research Students in the Research Student Program starting from September 2023.

Participants who pass the entrance examination for April 2024 will be eligible to enroll in Tokyo Tech's Master's degree Program. Those who do not pass the entrance examination must return to their home countries.

2. Program

Please refer to JICA website of your home country for further details of the program: [Master's Degree and Internship Program of the African Business Education Initiative for Youth.](#)

Standard Timetable at Tokyo Tech

1. September 2023 – March 2024 (Research Students, 6 months)

2. Degree-seeking students

April 2024 – March 2026 (Master's students only, 2 years)

3. Participants are expected to participate in Internships during their stay in Japan (e.g. summer break, after graduation, etc.)

NOTE: Students who enter a master's degree program under the ABE Initiative may not proceed to a doctoral program at Tokyo Tech.

List of Faculties (ABE Initiative program, September 2023)

For list of departments and faculties that accept students under this scholarship program please refer to the program page.

3. Qualifications and JICA Financial Support

■Eligibility

Individuals must satisfy eligibility requirements of both JICA and Tokyo Tech.

- For eligibility requirements of JICA, please contact JICA of your home country.
- For eligibility requirements of Tokyo Tech, please refer to the following.

Individuals must satisfy either of the following criteria to apply for Research Students at Tokyo Tech:

- (i) He or she must be a graduate of a university or college, or is expecting to graduate before enrollment at Tokyo Tech.
- (ii) He or she is recognized by Tokyo Tech as having academic abilities equal to that of university or college graduates.

(iii) Individuals should not be registered as a student at any other university or college at the expected time of enrollment as a Research Student.

■Scholarship Benefits

Scholarship recipients will be provided a monthly stipend of **JPY 146,000** (as Research Student). This stipend is subject to change as specified by the regulations of JICA programs. The monthly stipend will not be paid to those who take a leave of absence or is long absent from Tokyo Tech. The term of scholarship is from October 2023 to March 2024 as a Research Student (the monthly stipend will not be provided for September 2023).

4. Application Procedures

Please follow three steps of application procedures as follows.

- **1st step: Selection procedures at the JICA office of one's home country (through November 2022)**

Applicants are required to submit necessary documents to a JICA overseas office and go through the selection process. **For those applicants who select Tokyo Tech as no. 1 choice, the applicants must first find and contact prospective academic supervisor. As a general rule, we do not screen candidates without the name of prospective academic supervisor.** At this step, please check the faculty member and laboratory information carefully to see if your research field matches the faculty member's specialty. You may contact your prospective academic advisor in advance directly by email, etc. if necessary. To find prospective academic supervisor, please refer to “1. Finding an Academic Supervisor” below for details.

- **2nd step: Matching Procedures at Tokyo Tech (from Mid-December 2022 – Early January 2023)**

The applicants who passed the first step can proceed to the "Matching" procedures at Tokyo Tech. At this step, the selected applicants may undergo an initial interview by our faculty members, including your prospective academic supervisor. The selected applicants may be asked to submit necessary documents at this step required by Tokyo Tech, which may include the

following: Official Academic transcripts, Certificate of Graduation or Expected Graduation, Research plan or Research Status Sheet, English proficiency test scores, and Evaluation sheet with Recommendation Letter issued by Supervisor, Head of Department, or similar official of applicant's previous or current university attended. Please refer to "2. Documents to be Submitted" below for the detail of these documents.

- **3rd step: Applying for Tokyo Tech (March 1 – April 1, 2023)**

After first and second steps, final candidates are selected. At this step, final candidates are required to officially apply to Tokyo Tech by submitting their completed application documents to Tokyo Tech, no later than the application deadline of April 1, 2023. Final candidates are required to submit all of the necessary documents, regardless of the prior submission to the prospective supervisor. Please refer to "2. Documents to be Submitted" and "3. Submission of Application Documents" below for details. Notification of the results will be announced in July 2023 by JICA.

1. Finding an academic supervisor

Please refer the chart below for the procedure to find your academic supervisor and contact information. Some academic supervisors may require submission of additional documents such as English proficiency test score report, Evaluation sheet with a Recommendation Letter, Research Plan, etc.

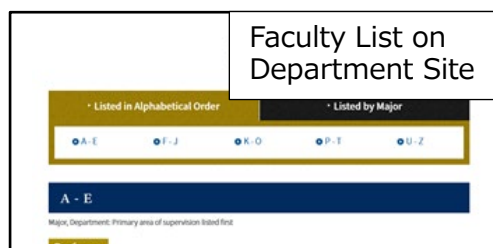
For those applicants who select Tokyo Tech as no. 1 choice, please be sure to state the name of prospective academic supervisor. As a general rule, we do not screen candidates without the name of prospective supervisor.

STEP 1

Refer to List of Faculties (ABE Initiative – September 2023 Admission) in the program page to confirm which department/faculty is accepting students for your program.

STEP 2

Access your intended department website and confirm the potential academic supervisor's major and research fields.



STEP 3

Use Tokyo Tech's research database, "[Star Search](#)" to find faculty member's contact and other information.



2. Documents to be submitted

Instructions for Application:

- Complete all pages of the application form.

■ Application Documents to be submitted by applicants

No.	Required Documents
1	Check sheet and Questionnaire (Form 1) (★) ID Photo (JPEG) *4.0×3.0 cm, taken within the past six months. The file must be less than 2MB, 350 (height) X 290 (width) pixels, JPEG format with a resolution of more than 300 dpi. The photo should be in color with no background and must provide a clear, front view of the applicant's entire face.
2	Application Form (Form 2) (★) ID Photo (JPEG) *4.0×3.0 cm, taken within the past six months. The file must be less than 2MB, 350 (height) X 290 (width) pixels, JPEG format with a resolution of more than 300 dpi. The photo should be in color with no background and must provide a clear, front view of the applicant's entire face.
3	Research plan or Research Status Sheet [Research Proposal] (★)
4	Summary of Thesis or Research (free format) Applicants who have not written a formal thesis are requested to submit the details of research he/she conducted at his/her home university

5	<p>English Proficiency Test Score Report or Approval email for exemption from English proficiency test score report submission (*1)</p> <p>Applicants are required to submit electric or scanned data of English proficiency test score report of one of the following tests taken on or after April 2, 2021.</p> <p>Applicants <u>do not need</u> to request ETS or the British Council to send their English proficiency score reports to Tokyo Tech.</p> <p>TOEFL iBT (including TOEFL iBT (Special) Home Edition) TOEFL ITP Plus for China Solution (taken in Mainland of China) TOEFL Paper delivered Test TOEIC L&R IELTS Academic Module</p> <p>The Institutional Program of TOEFL (TOEFL-ITP) and TOEIC (TOEIC-IP), TOEIC S&W, or other proficiency tests not specifically listed above will not be accepted.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>(*1) Exemption from Submitting English Proficiency Test Scores</p> <p>Applicants who meet any of the following conditions may be exempted from submitting English proficiency test scores.</p> <ul style="list-style-type: none"> (i) Native English speakers (ii) Individuals who have been awarded an undergraduate and/or graduate degree* from an institution where all instruction was in English (iii) Individuals who have been granted this exemption by a department chair at Tokyo Tech. <p>Applicants who wish to obtain exemption must first consult their prospective academic supervisor. If exemption is granted, applicants must submit electric or scanned data of the email notifying them that exemption was approved.</p> </div> <p>*Undergraduate and graduate degrees should be equivalent to the Japanese educational definitions of undergraduate, master's, and doctoral degrees.</p>
6	<p>Applicant's Passport or Residence card</p> <p>Electric or scanned data of the page(s) with the applicant's name, nationality, date of birth, and photo</p>

★ : Designated formats can be downloaded from the program page.

■ Supporting Documentation from applicants' previous or current university

When you apply, please submit originals or certified copies of the following documents (**by email**). If you are accepted, please be sure to bring the **ORIGINAL** documents to us for verification purposes. We will return the **ORIGINAL** documents to you after our review.

No.	Required Documents
7	Official Academic Transcripts Bachelor's degree holders: Submit transcripts from undergraduate school(s) (originals or certified copies) Master's / Doctoral degree holders: Submit transcripts from both undergraduate and graduate schools (originals or certified copies)
8	Certificate(s) Confirming Graduation and Degree or Expected Graduation and Degree issued from applicants' previous or current university If the applicant graduated or is graduating early or has skipped a grade or year, an official document or letter issued by the university indicating as such must be submitted.

Note:

Documents 7 & 8:

Documents written in a language other than English or Japanese must be accompanied by a certified English or Japanese translation. Translations should be certified by a public institution or the issuing university.

Document 8:

If applicant's university does not issue a certificate of expected graduation and degree, official letter, issued by applicant's current university, indicating applicant's name, date of birth, expected date of graduation, expected degree may be accepted as substitute.

■ Supporting Documentation from Referee

The evaluation sheet with recommendation letter must be directly submitted to Tokyo Tech from **the referee of the applicant**. Please request your referee to directly submit the completed form via email attachment to:

tokyotech.jicaprogram@jim.titech.ac.jp by April 1, 2023. Be sure to ask the referee to password lock the document when submitting by email.

9	<p><u>Evaluation Sheet with Recommendation (in a single document)</u> (★) Must be issued by a supervisor or head of department or similar official at applicant's previous or current university to verify potential of the applicant</p>
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★ : Designated formats can be downloaded from the program page.

■ Completion of the Application Process

The entire application process must be submitted by email no later than **April 1, 2023 at 23:59 (JST)**. Applicants must submit the application documents, then must have supporting documents submitted by their referee and officials of their previous or current university no later than this deadline.

Email documents to: tokyotech.jicaprogram@jim.titech.ac.jp

Note:

- (1) Admission may be withdrawn at any time, even after enrollment, if the application documents are found to be invalid or contain false information.
- (2) The information provided in application documents is used only for entrance examinations and related purposes. The policy regarding the use of personal information is as follows:
 - a. Personal information obtained through the application process will be used for selection of applicants. Only in the case of enrolling applicants will it be used for (i) enrollment procedures, (ii) administrative purposes (student records, academic guidance), (iii) student support (health management, career support, application for scholarships and tuition exemption), and (vi) procedures related to the collection of tuition.
 - b. Entrance examination results may be used in the future to improve applicant selection methods.
 - c. In performing the tasks described in items a and b, some duties may be delegated to outside contractors. These contractors may, where necessary, be provided with all or part of obtained personal information to complete their duties.

■ Notification of results

In July 2023, notification of results will be announced by JICA.

5. Others

Prevention of Infectious Diseases

To manage the risk of infectious diseases at the Institute, international students (including those from other domestic universities, technical colleges, and Japanese language schools) who have passed the entrance exam, are urged to submit a health certificate signed by a physician in the last three months before enrollment.

6. Inquiries

International Student Exchange Division

Tokyo Institute of Technology 2-12-1

W8-104 Ookayama, Meguro-ku, Tokyo 152-8550 JAPAN

Tel: +81-3-5734-2236 (Office Hours: 9:00–12:15, 13:15–17:15)

Fax: +81-3-5734-3677

Email tokyotech.jicaprogram@jim.titech.ac.jp