

Application Guide for JICA SDGs Global Leader

commencing
in September 2024



August, 2023



Tokyo Institute of Technology

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Application schedule

Enrollment Date: **Late September 2024**

Number of Admitted Students: Several

Types of Programs: Research Student in Non-degree Programs
(eligible to enroll in master's or doctoral program)

Application Period: **March 1, 2024 – April 1, 2024**

1. General Prospectus

Through the SDGs Global Leader program, JICA (Japan International Cooperation Agency) aims to foster junior/mid-level government officials, academics, and leading human resources in various fields. They will be capable of influencing policymaking in their countries or contributing to socioeconomic development in the near future by conducting research in a master's/doctoral program at a Japanese university.

The objectives of this program are to develop high level human resources who would contribute to appropriate policy decision and its implementation for tackling political and developmental issues in respective fields, and to establish and maintain mid and long-term good relations between the selected countries and Japan.

The program accepts scholars from selected countries by region, which include Southeast Asia, the Pacific region, South Asia, East and Central Asia, Latin America, Middle East, and Sub-Saharan Africa. (For the list of selected countries please refer to "Selected Countries by Region" on page 2).

* The program information is partially referred from JICA website.

Officially dispatched students in the program will enroll at Tokyo Institute of Technology (Tokyo Tech) as Research Students in the Research Student Program starting from September 2024.

Participants who pass the entrance examination for April 2025 will be eligible to enroll in Tokyo Tech's master's or doctoral degree Program. Those who do not pass the entrance examination must return to their home countries.

Please refer to [JICA website](#) of your home country for further details of the program.

2. Program

Selected Countries by Region for Sept 2024 Admission

The program accepts scholars from the following regions and countries:

- Southeast Asia (Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippine, Thailand, Timor-Leste and Vietnam),
- Pacific region (Cook Islands, Fiji, Kiribati, Marshall Islands, Federated States of Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu),
- South Asia (Bangladesh, Bhutan, Maldives, Nepal, Pakistan, Sri Lanka),
- East and Central Asia (Mongolia, Tajikistan, Georgia, Azerbaijan, Armenia, Turkmenistan)
- Latin America (Dominican Republic, El Salvador, Honduras, Mexico, Republic of Panama, Republic of Nicaragua, Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Luciana, Saint Vincent, Trinidad and Tobago, Suriname, Guyana, Guatemala, Cuba, Belize, Costa Rica, Jamaica, Haiti, Argentina, Bolivia, Brazil, Chili, Columbia, Ecuador, Paraguay, Peru, Uruguay
- 49 countries of Sub-Saharan Africa.
- Middle East / Europe (Iran, Serbia, North Macedonia, Iraq, Republic of Albania, Bosnia and Herzegovina, Ukraine, Moldova),

Standard Timetable at Tokyo Tech

1. September 2024 – March 2025 (Research students, 6 months)
2. Degree-seeking students
 - April 2025 – March 2027 (Master's students, 2 years)
 - April 2025 – March 2028 (Doctoral students, 3 years)

List of Faculties (SDGs Global Leader program, September 2024)

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 the 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 2024 to March 2025 as a Research Student (the monthly stipend will not be provided for September 2024).

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 2023)**

Applicants are required to submit necessary documents to a JICA overseas office and go through the selection process.

- **2nd step: Matching Procedures at Tokyo Tech (from Mid-December 2023–Early January 2024)**

The applicants who passed the first step can proceed to the "Matching" procedures at Tokyo Tech. The selected applicants may be asked to submit additional documents at this step required by prospective supervisor

For those applicants who select Tokyo Tech as no. 1 choice, the applicants must first find prospective academic supervisor. As a general rule, we only screen candidates who select your prospective academic supervisor at Tokyo Tech. To find prospective academic supervisor, please refer to "1. Finding an Academic Supervisor" below for details.

- **3rd step: Applying for Tokyo Tech (March 1 – April 1, 2024)**

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, 2024**. 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" below for details. Notification of the results will be announced in July 2024 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.

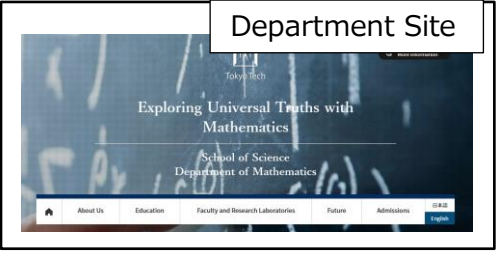
For those applicants who select Tokyo Tech as no. 1 choice, please be sure to state the name of prospective academic supervisor. As a general rule, we do not screen candidates without the name of prospective supervisor.

STEP 1

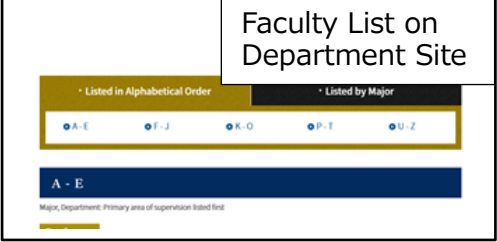
Refer to List of Faculties (SDGs Global Leader – September 2024 Admission) in the program page to confirm which departments and faculties are accepting students for your program.

STEP 2

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



Department Site



Faculty List on Department Site

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) (★)
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, 2022.</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: 5px; margin: 10px 0;"> <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. 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	<p>Official Academic Transcripts</p> <p>Bachelor's degree holders: Submit transcripts from undergraduate school(s) (originals or certified copies)</p> <p>Master's / Doctoral degree holders: Submit transcripts from both undergraduate and graduate schools (originals or certified copies)</p>
8	<p>Certificate(s) Confirming Graduation and Degree or Expected Graduation and Degree issued from applicants' previous or current university</p> <p>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.</p>

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, 2024**. **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 no later than **April 1, 2024 at 23:59 (JST)**. Applicants must submit the application documents by uploading to specified link sent from Tokyo Tech, then must have supporting documents submitted by their referee and officials of their previous or current university no later than this deadline.

Contact: 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 it will 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 2024, 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

H-85 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