

July 2016

**JICA Knowledge Co-Creation Program  
(Long-Term)  
2016-2017**

**General Information for All Applicants  
on  
Master's Degree and Internship Program  
of  
African Business Education Initiative for Youth  
(ABE Initiative) 4<sup>th</sup> Batch**

国別研修

「アフリカの若者のための産業人材育成イニシアティブ（ABE イニシアティブ）  
修士課程およびインターンシップ」プログラム第4バッチ

This information pertains to one of the Japan International Cooperation Agency (JICA)'s Knowledge Co-Creation Program (Long-Term). This program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both governments.

Each country may have its own schedule and/or qualifications for the program. The additional information are listed on the separated paper.

## 1. Background

Africa's economy has been steadily growing since 2000, due to factors such as its abundant natural resources and expansion of trade and investments. The International Monetary Fund (IMF) estimates that growth rates in Africa will remain as high as 5.4% up to 2016. While each African nation sets a target for sustainable economic development, policy implementation, aimed at turning commodity-based economies into multifaceted industrialized economies through developing primary and secondary industries, is an urgent matter. On the other hand, the International Labor Organization (ILO) points out that the number of youth unemployment in Africa has reached nearly 75 million, almost one third of the youth population (200 million) in the whole region. Given these circumstances, it is expected that the yield of value-added industries and the realization of high productivity of industries in Africa will resolve the issue as they generate job opportunities and bring about more stabilized economies. Moreover, Japanese enterprises are showing strong recognition of and interest in a prosperous Africa.

At the 5<sup>th</sup> Tokyo International Conference on African Development (TICAD V), held in Yokohama in 2013, the Japanese Government stated its policy of strengthening support for the ongoing dynamic growth of Africa with stronger public-private partnerships. Japanese Prime Minister Abe announced the "African Business Education Initiative for Youth" (hereafter referred to as the "ABE Initiative"), a strategic five-year plan providing 1,000 youths in Africa with opportunities to study at Japanese universities as well as do internships at Japanese enterprises. The ABE Initiative was launched based on a joint recommendation by Japanese industries, including the Federation of Economic Organizations (KEIDANREN) and the Japanese government at "Public-Private Council for the Promotion of TICAD V". These bodies pointed out that there is a need for human resource development in both private and public sectors of Africa in order to cultivate a strong human network between Japan and Africa. The recommendation also mentioned the significance of increasing the number of African people visiting Japan, as well as increasing awareness among Africans regarding the efficiency of Japanese technologies and systems of enterprises.

Japan International Cooperation Agency (JICA) has been appointed to implement a master's degree and internship program within the ABE initiative framework developed for countries whose official requests have been approved by the Government of Japan.

## 2. Objectives

The objective of Master's Degree and Internship Program of the ABE Initiative is to support young personnel who have the potential to contribute to the development of industries in Africa. This program offers opportunities for young African personnel (hereafter referred to as "participants") to study at master's courses in Japanese universities and experience internships at Japanese enterprises. This program intends to foster excellent personnel who can recognize and understand the contexts of Japanese society and systems of Japanese enterprises so as to contribute Africa's development in collaboration with Japanese private sector. The expected outcome of the program is a network of potential contributors to the development of African industries who will also lead Japanese private sector to engage



further in economic activities in/towards Africa.

### 3. Program Outline

- (1) Program Title  
**Master's Degree and Internship Program of African Business Education Initiative for Youth (ABE Initiative)**
- (2) Language of the Program: **English**

### 4. Duration

<b>(1)Overall Program</b>	<p><u>November, 2013 – October, 2021 (total 8 years)</u></p> <p>Participants will be dispatched to Japan in 4 groups over the course of 4 years. Participants will be dispatched in September each year from 2014 to 2017. A single participant is allowed to stay in Japan up to 3 years including as a research student and internship period.</p>
<b>(2)4<sup>th</sup> Batch participant group's stay in Japan</b>	<p>Standard Timetable</p> <p><u>September, 2017 – September, 2020</u></p> <ul style="list-style-type: none"> <li>- 6 months as a research student if necessary (See page 8)</li> <li>- 1 or 2 years as a master's student</li> <li>- About 2 weeks internship in summer break for all participants and up to 6 months internship after graduation if needed</li> </ul>

### 5. Number of Participants

JICA will accept 900 participants. Following are the allocated numbers of participants per batch. This number is subject to change due to budgetary conditions.

Year	Batch	Number of Participants
2017	4th Batch	100 Participants

### 6. Target Countries

<b>Fourth Year</b> <b>(4<sup>th</sup> Batch: 2017)</b>	All 54 African countries
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### 7. Target Participants

This program targets on the participant who will take a role as a pioneer for developing African industries through the collaboration with Japanese private sector. Target participants are selected from the following three categories.

<b>(1) Persons from the Private Sector</b>	Young individuals who are or will be involved in economic activities in the local private sector maintaining and developing strong ties with Japanese companies including; <ul style="list-style-type: none"> <li>• Those who are working at Japanese companies</li> <li>• Those who are to be employed at Japanese companies</li> <li>• Those who are working at local companies which have close business relation with Japanese companies</li> <li>• Those companies or individuals who are willing to have close relation with Japanese companies</li> </ul>
<b>(2) Government Officials</b>	Young government officials/civil servants who take part in formulation and/or implementation of industrial policies, and has a recommendation by a Japanese company.
<b>(3) Educators</b>	Young instructors/teachers in Higher Education and TVET (Technical and Vocational Education and Training) institutions in Africa, and has a recommendation by a Japanese company.

※For the country except Egypt, Ethiopia, Kenya, Morocco, Mozambique, Nigeria, Senegal, South Africa and Tanzania, it is preferable that candidates are nominated/recommended by a Japanese company

## 8. Fields of Study at Japanese Universities

In this program, participants will be accepted in any fields of study for master's courses at Japanese universities while engineering, agriculture and economics/business administration are specified as key fields. Proposed research topics must be relevant to the program objectives to form network of potential contributors to the development of African industries, who have strong ties with Japanese companies.

## 9. Internship at Japanese Private Companies

All participants are expected to do internships at Japanese companies during summer break. The participants from "private sector" category (and those who wish to participate from other categories) are also expected to do internship up to 6 months after graduation of master's courses. Internship programs are carried out in English. In principle, no reward or compensation should be paid to the companies and the participants. Details of the internships will be fixed according to the hosting companies' schedule. The participants of the "private sector" category who are nominated/recommended by private companies at the time of application are all supposed to do their internships at those companies.

## 10. Qualifications and Requirements

Applicants must satisfy the following requirements:

<b>(1) Nationality</b>	- Citizens of one of the 54 African countries
<b>(2) Age</b>	- Between 22 and 39 years of age (as of April 1 <sup>st</sup> , 2017 for the 4 <sup>th</sup> Batch participants)
<b>(3) Education</b>	- Bachelor's degree (equivalent to at least 16 years of academic background)
<b>(4) Working</b>	Applicants for the category of "Government officials" and



<b>Experience /Status</b>	<p>"Educators" (shown in the Section 7.) are required:</p> <ul style="list-style-type: none"> <li>- to have more than 6 months working experience at their current organizations, and</li> <li>- to obtain permission for application and securing reinstatement from their current organizations.</li> </ul>
<b>(5) English - language Proficiency</b>	<ul style="list-style-type: none"> <li>- Adequate English skills both in written and oral communication to complete the master's course.</li> </ul>
<b>(6) Understanding of the Program</b>	<ul style="list-style-type: none"> <li>- Applicants are required to have clear understanding of the objectives of the ABE initiative Master's Degree and Internship Program, and to have a strong will to contribute to the industrial development of their home countries as well as to strengthen the linkage between their countries and Japan after returning home.</li> </ul>
<b>(7) Others</b>	<p>Applicants must:</p> <ul style="list-style-type: none"> <li>- both physically and mentally fit for the program,</li> <li>- not receiving or planning to receive a scholarship offered by other foreign organizations,</li> <li>- attend the activities on the weekends in unavoidable circumstances(ex. official exam)</li> </ul> <p>※Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.</p>

## 11. Procedures and Required Documents for Application

In the nine (9) countries (i.e. Egypt, Ethiopia, Kenya, Morocco, Mozambique, Nigeria, Senegal, South Africa and Tanzania), where a large number of applicants and Japanese companies doing business in those countries are expected, applicants may contact JICA offices to obtain necessary information and application forms. In other countries, in principle, application procedures will start by JICA overseas offices' contact with the respective countries' governments to provide detailed information of the program.

Each applicant is required to submit the following documents by the deadline set by JICA office in the applicants' country except for (8) and (9) which are to be submitted after 4<sup>th</sup> selection or official approval.

<b>Application Documents</b>	<p>(1) Application Form (Annex 2) consists of:</p> <ul style="list-style-type: none"> <li>• Declaration of desired university placement: from 1<sup>st</sup> to 3<sup>rd</sup> choice (Complete Section 1. of the form with reference to Annex 4)</li> <li>• Personal Information</li> <li>• Education Background</li> <li>• Work Experiences</li> <li>• Details of Current and Previous Employment</li> <li>• Career Plan after Graduation</li> </ul>
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	<ul style="list-style-type: none"> <li>• Research plan</li> <li>• Consent for joining this program from current employer/organization</li> </ul>
(2)	<p>Undergraduate degree graduation certificate which officially certified.</p> <ul style="list-style-type: none"> <li>* Officially certified copies of the original</li> <li>* Written in English or accompanied with official translation</li> </ul>
(3)	<p>Academic transcript</p> <ul style="list-style-type: none"> <li>* Must contain all the grades earned in the university.</li> <li>* Officially certified copies of the original</li> <li>* Written in English or accompanied with official translation</li> </ul>
(4)	<p>A letter of recommendation from home country's government, Japanese company, university, your organization, Embassy of Japan, JETRO, or JICA overseas office.</p> <ul style="list-style-type: none"> <li>* (For applicant who has no current employer) A letter of recommendation from related organization which you belonged to in the past, graduated school and any other relevant person/organization are available.</li> <li>* Additional recommendation letter may be required through selection procedure.</li> </ul>
(5)	<p>A copy of Passport with photo (for checking nationality, name, sex, and date of birth). National ID and birth certificate are acceptable if you do not have Passport. Certified English translation must be attached if ID is not written in English)</p>
(6)	<p>2 ID Photos (4 cm × 3 cm ) pasted on application form (Original and copy) and another 6 same photos.</p>
(7)	<p>Check List (Annex 5)</p>
(8)	<p>Health certificate to be submitted after the 4<sup>th</sup> Selection</p>
(9)	<p>Application form for all JICA Knowledge Co-Creation program to be submitted after official approval of participant by the Steering Committee/home country's government.</p>

Please visit the website below to download the "Application Form", simplified version of "University Index", and "University Information" of respective courses to apply.

[http://education-japan.org/africa/ap\\_form.html](http://education-japan.org/africa/ap_form.html)

Annex 1. Guidelines for Application Form

Annex 2. Application Form

Annex 3. Form of Recommendation Letter (English/Japanese)

Annex 4. University Index for ABE Initiative Recommended Courses  
(List of Japanese Graduate Schools)

Annex 5. Check List (List of Application Documents to be submitted)

Annex 6. Contact List

Annex 7. List of Categories, Area, Disciplines and Research Fields



## 12. Application Period (4<sup>th</sup> Batch)

August 2016 to October 2016 (Details are to be confirmed.)

## 13. Selection Procedures (4<sup>th</sup> Batch)<sup>1</sup>

\*Any costs incurred during the selection procedures including travel expenses to selection venues will NOT BE COVERED by JICA.

\*The reasons for disqualification on each selection procedure will NOT BE DISCLOSED.

### (1) Screening of Submitted Application Documents

Submitted application documents are to be screened to check requirements of each applicant.

### (2) 1<sup>st</sup> Selection

Period	November 2016 -December 2016 (to be confirmed)
Contents	Written examinations for English (TOEFL ITP) and mathematics*1
Objectives	To assess applicant's basic knowledge
Venue	To be determined
Results	The results will be provided to the Japanese universities as a reference for their decisions in the 4 <sup>th</sup> Selection process (see below). Low scores may result in disqualification at the 1 <sup>st</sup> Selection.

\*1: Please refer to the example of Math exams at the site below.

<http://www.education-japan.org/africa/news/index.php#h270601>

### (3) 2<sup>nd</sup> Selection

Period	November 2016 - December 2016 (to be confirmed)
Contents	Interviews by the members of the Steering Committee (see Section 14.)
Objectives	To check an applicant's understanding of the program objectives and to make a prioritization list of applicants.
Venue	To be determined
Results	The Steering Committee will generate a prioritized list of applicants for the 3 <sup>rd</sup> Selection. Applicants who are judged not to have a clear understanding of the objectives of the program may be disqualified at the 2 <sup>nd</sup> Selection.

### (4) 3<sup>rd</sup> Selection

Period	January 2017 - March 2017 (to be confirmed)
Contents	Document screening by Japanese universities (mainly "Research plan" of the Application documents and the results of the written examinations for English and mathematics at the 1 <sup>st</sup> Selection.

<sup>1</sup> The schedule for later batches to be determined

Objectives	To match applicants with university supervisors
Selection and Result	JICA/Support organization (see Section 14) will send application documents with the results of the English and mathematic examinations to the applicants' first-choice Japanese universities, in principle. Universities will then examine the documents to match applicants with the courses/supervisors, and may select candidates two to three times the number of allocated spots for the 4 <sup>th</sup> Selection).

#### **(5) 4<sup>th</sup> Selection (Final Selection)**

Period	March 2017- May 2017 (to be confirmed)
Contents	Interviews by Japanese universities (via video conference system)
Objectives	To select the final candidates (to be proceeded to official approval)
Venue	JICA Office (video conference)
Selection and Result	Each applicant will be interviewed by video conference by faculty members of the Japanese university.

Note: JICA may adjust the number of candidates after the 4<sup>th</sup> Selection based on the budget limitation and a balance of the number of candidates from each country.

#### **(6) Approval of the Successful Candidates**

Successful candidates who pass the 4<sup>th</sup> Selection (and JICA adjustment if necessary) must be officially approved as participants of the program by the Steering Committee. Participants from the countries without the Steering Committees are supposed to be approved by the respective government and JICA. Each approved participant's status as "officially dispatched student" should be endorsed by their home countries' governments. At this stage, every participant is requested to fill out and submit Application form to JICA office for formal procedures.

#### **(7) Research Student**

Research students are part-time students who utilize their time to prepare for the entrance examination for a master's courses. Research students are able to join lectures, receive instruction from professors and make use of university facilities. The period for being a research student is limited to 6 months. Participants as research students are requested to study and take examinations for the master's course within six (6) months. If failed, he/she has to return to their home country.

#### **(8) Training Program for Human Resources Development in the Mining Sector (KIZUNA program)**

Participants who wish to study in the area of Mining, Geology, etc. may be classified as applicants of a different program 'Human Resources Development in the Mining Sector (KIZUNA program)', which is also organized by JICA, and will be screened according to the selection procedures of the KIZUNA program from 3<sup>rd</sup> Selection of ABE Initiative. JICA will inform you when you are classified as an applicant of the KIZUNA program.



## **14. Implementation Framework**

### **(1) Steering Committee**

Steering Committees will be established in some countries whose economic relationships are comparatively close with Japan. A Steering Committee will be formed by every batch and take necessary procedures for selections of participants. The committee consists of the Embassy of Japan, JETRO, representatives of the Japanese business community (such as the Japanese Chamber of Commerce), the country's government, and JICA. The Steering Committee will be chaired by the JICA representative and make decisions on selection policies and schedule in detail. The government representative is in a position to endorse the successful candidates as the participants of the program.

### **(2) Advisory Committee**

Advisory Committee consists of the representatives from related ministries and organizations in Japan, namely the Ministry of Foreign Affairs (MOFA), the Ministry of Education, Culture, Sports, Science, and Technology (MEXT), the Ministry of Economy, Trade and Industry (METI), the Federation of Economic Organizations (KEIDANREN), and JICA. The committee meeting will be held annually in Tokyo in order to monitor the progress of the entire program.

### **(3) Japanese Universities**

Japanese universities which offer the master's courses in this program will take roles in document screening, conducting final interviews, education and guidance to the participants.

### **(4) JICA and Support Organization**

As a support organization to JICA for facilitating the operation of this program, the Japan International Cooperation Center (JICE) will make necessary arrangements for running the Steering Committee, recruiting local applicants, selection procedures, implementing familiarization program upon participants' arrival in Japan, daily life support during the participants' stay in Japan, implementing company tours and internship matching, and following up of the graduates. For other than the arrangements stated above during the participants' stays in Japan, JICA domestic offices (at 13 locations in Japan) will be in charge.

## **15. Expenses To Be Borne By JICA**

JICA will provide the following expenses for participant of the program which is equivalent to similar JICA schemes.

- Tuition at Japanese university master's degree programs (and research student)
- Allowances for living expenses, outfit, shipping etc. See the box below for more details.

- A round-trip airfare
- Expenses for support programs during the study in Japan, including the costs of observation tours and internship

Other costs should be covered by the participants' organizations or other individuals.

\*Participants are not allowed to work while their stay in Japan.

\*To invite family to Japan (spouse and children only), Participants should be responsible for all expenses, necessary procedure by themselves. JICA does not provide any support or additional financial assistance except issuing necessary documents for the process. JICA strongly recommend inviting family AFTER 6 MONTHS upon arrival in Japan.

\*Revised in April 2012

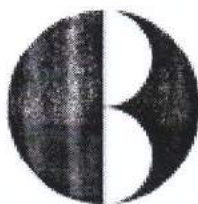
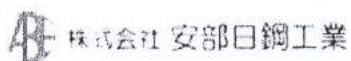
Allowance Item	Amount of payment	Frequency
Tuition	Actual cost	Each semester
Living allowance	¥2,317 ~ ¥5,052 yen/day	Every 2 months
Air fee	Actual cost	2 times (arrival and return)
Outfit allowance (general outfit and shipping)	¥106,000	1 time (month of first arrival)
Mobilization allowance	¥54,000	1 time
Moving allowance (lump-sum payment for rental contract)	¥190,000 (maximum) (West Japan ¥210,000)	1 time
Books	¥30,000/year	Every 2 months( by dividing the amount to the daily basis)
Interior research	¥50,000/year	Every 2 months( by dividing the amount to the daily basis)



## 16. Partnership with Japanese Companies

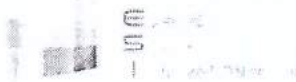
\*Alphabetical order

\*Companies listed below are some registered as a partner of ABE Initiative





Japan International Cooperation Agency



F water management



Fusic Co., Ltd.

*FUTURE*  
technet



Global  
Partners

安心・安全・新鮮野菜



AUTO PRODUCT  
**HANKOKU**  
TOTAL CAR LIFE STAGE



阪神高速道路株式会社



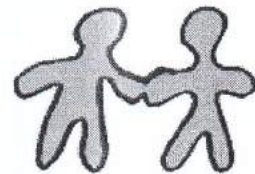
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I ♥ Planning



Japan Africa Trust

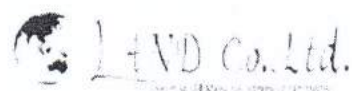
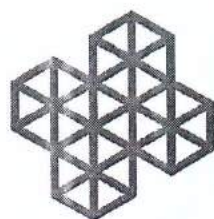


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 **HKUSA**

 株式会社 **大森廻漕店**

  
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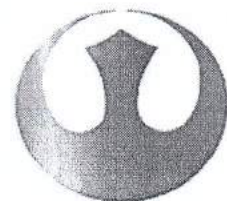
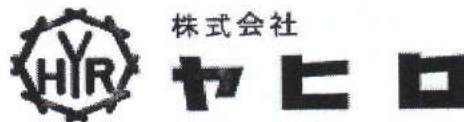
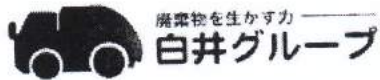
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Japan International Cooperation Agency

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\* HANDWRITTEN FORMS will not be accepted

Master's Degree and Internship Program of the African Busines Education Initiative for Youth  
(ABE Initiative) 4<sup>th</sup> Batch

# APPLICATION FORM

## 1. Declaration of desired university placement

- (1) All applicants are required to specify first, second and third choice of Universities, Supervisors of choices and the respective Field of studies by reference to "ANNEX4: University Information for the Applicants" and ABE Initiative Portal site (<http://www.education-japan.org/africa/search/>).

If you fail to fill the information correctly, your application will not be evaluated by the selected university.

Priority	Graduate School Code	Name of selected University and Graduate School	Program and Degree(See "4 .Program and Degree" of Detailed University Information)	Supervisor of Choice	Field of Study
Example	12A	***University, Graduate School of***	Information and Computer Science/ Master of Science in Engineering	Professor *****	
1					
2					
3					

- (2) If disqualified by the universities of first, second and third-choice at the 3rd selection, JICA might choose the other appropriate universities for you. To grant JICA the authority to choose other university for you, please sign your name below.

I, (print your full name), give JICA full authority to choose the university at which I will study in Japan.

Years needed for graduation	<p>On the condition that period of stay in Japan to complete your course work and graduate is for up to two(2) and a half years(a half year for research student, two(2) years for Master's course). It will be decided based on the program schedules and admission conditions of the university.</p> <p>In case that you cannot agree above time table due to any reasons such as granted leave duration at working place, please mention your condition.</p> <p>[ ] I can participate in program with above time table (up to two and a half years).</p> <p>[ ] I cannot participate with above time table, however it is possible with following time table;</p> <div style="display: flex; justify-content: space-between;"> <span>( Available period to complete and graduate:</span> <span>Year )</span> </div> <div style="display: flex; justify-content: space-between;"> <span>(Reason :</span> <span>)</span> </div>
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\*Please sign all the pages on the bottom of right-hand corner.

\* HANDWRITTEN FORMS will not be accepted

Internship program	<p>The internships after graduation are supposed to be offered for a maximum of six (6) months. Please indicate whether or not you wish to participate in the program.</p> <p>[ ] I can participate. *maximum period is up to six (6) months</p> <p>[ ] I cannot participate. Available period to participate in Internship : (      ) month(s)</p>
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\*Please sign all the pages on the bottom of right-hand corner.

\* HANDWRITTEN FORMS will not be accepted

Reg. No. \_\_\_\_\_

**2. Personal Information**

## 1. Title

Master's Degree and Internship Program of the  
African Business Education Initiative for Youth (ABE Initiative)

## 2. Number (NOT need to fill in, JICA will inform after selection procedures)

J							
---	--	--	--	--	--	--	--

Attach the nominee's  
photograph (taken  
within the last three  
months) here  
Size: 4x3cm  
(Attach to the  
documents to be  
submitted.)

## 3. Information about the Nominee

## 1) Name of Nominee (as in the passport)

Family Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Middle Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2) Nationality  
(as shown in the passport)5) Date of Birth (please write out the month in  
English "as of April 1st, 2017 for the 4<sup>th</sup> Batch  
participants")

3) Sex

( ) Male

( ) Female

Date

Month

Year

Age

4) Religion

## 6) Passport/Visa

Passport possession

( ) Yes

( ) No

Expiry date  
of passport

Date

Month

Year

## 7) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

## 8) Type of Organization

( ) National Governmental	( ) Local Governmental	( ) Public Enterprise
( ) Private (profit)	( ) NGO/Private (Non-profit)	( ) University
( ) Other ( )		

## 9) Contact Information

Home	Address: (Province/State)	(City)
	TEL(Primary):	TEL(Secondary):

\*Please sign all the pages on the bottom of right-hand corner.

\* HANDWRITTEN FORMS will not be accepted

	E-mail:	
Office	Address: (Province/State) (City)	
	TEL(Primary):	TEL(Secondary):
	E-mail:	
Contact person in emergency	Name: Relationship to you:	
	Address: (Province/State) (City)	
	TEL(Primary):	TEL(Secondary):
	E-mail:	



\*Please sign all the pages on the bottom of right-hand corner.

\* HANDWRITTEN FORMS will not be accepted

**3. Educational Background**

Level	Name of School	Location (City and Country)	Number of years of schooling you have attended	From/To (Month/Year)	Academic Degree
	Department				
Example	*** University Faculty of ***	Nairobi, Kenya	4 Years	9/1999 to 6/2003 Month/Year Month/Year	Bachelor of ***
Primary Education				/ to / Month/Year Month/Year	
Lower Secondary Education				/ to / Month/Year Month/Year	
Upper Secondary Education				/ to / Month/Year Month/Year	
Higher Education (University level)				/ to / Month/Year Month/Year	
Other Higher Education (except training)				/ to / Month/Year Month/Year	
Other Higher Education (except training)				/ to / Month/Year Month/Year	
Total Years of Education: _____ year(s)					

**(1) Language Proficiency (required)**

1) State your level of English proficiency					
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ( )	( ) Excellent	( ) Good	( ) Fair	( ) Poor	

- Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
- Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
- Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
- Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

**(2) Have you ever been awarded a scholarship for studying abroad?**[ ] **Yes** Name of the Scholarship:

Country where you studied:

Duration From (month/year) to (month/year)

[ ] **No**

\*Please sign all the pages on the bottom of right-hand corner.

\* HANDWRITTEN FORMS will not be accepted

(3) Are you currently applying for any scholarship(s), other than ABE Initiative?

☐ **Yes** Name of the Scholarship(s):

☐ **No**

(4) Have you ever participated in any training course in your country or abroad including any offered by JICA?

☐ **Yes** Name of the course:

Country you visited:

Name of the institution or agency:

Duration From (month/year) to (month/year)

☐ **No**



\*Please sign all the pages on the bottom of right-hand corner.

\* HANDWRITTEN FORMS will not be accepted

## 4. Work Experiences

Provide the information of your work experience starting with the most recent one. Write it on a separate sheet of A4 sized paper when space is not enough. Full-time jobs, Part-time jobs and jobs before graduation from university can be included.

(1) Work Experience (as of application)

Organization	Department	Position	Period of Working	From/To (Month/Year)	Full-time or Part-time	** Type
Ex. Ministry of ***	*** Section, *** Directorate	Head	4 years	9/1999 to 8/2003 Month/Year Month/Year	Full	A
(Most recent)				/ to / Month/Year Month/Year		
				/ to / Month/Year Month/Year		
				/ to / Month/Year Month/Year		
				/ to / Month/Year Month/Year		

\*\*For the type of organization, please choose from the followings:

- A. Private Sector    B. Ministry/Governmental Institution  
 C. Higher Education and TVET (Technical and Vocational Education and Training) Institutions  
 D. Others (non-profit organization etc.)

Total years of full-time job experience: \_\_\_\_\_ year(s) \_\_\_\_\_ month(s)

Total years of part-time job experience: \_\_\_\_\_ year(s) \_\_\_\_\_ month(s)

(2) Name of your current **employer**:

**\*Do not abbreviate the name.**

(3) Name of current department:

**\*Do not abbreviate the name.**

(4) Your Current Occupation (including Position Title)

\*Please sign all the pages on the bottom of right-hand corner.

\* HANDWRITTEN FORMS will not be accepted**(5) Confirmation of the nomination by the applicant's current organization**

I agree to nominate this person on behalf of our organization.

Date:		Signature:	
Name:		Official Stamp	
Designation / Position:			
Department / Division			
Telephone:		E-mail:	



\*Please sign all the pages on the bottom of right-hand corner.

\* HANDWRITTEN FORMS will not be accepted

## 5. Details of Current and Previous Employment

Please describe your responsibilities in your current and previous work within 150 words. When more space is needed, please write on separate sheets of A4 sized paper. Make sure to sign on each page.

(Current Work)

(Previous Work)

\*Please sign all the pages on the bottom of right-hand corner.

\* HANDWRITTEN FORMS will not be accepted

## 6. Career Plan after Graduation

In connection with the fields of study of your choice shown on page 1, please describe your idea /plan to utilize your knowledge, skills and experiences that you obtained in Japan after returning to your home country in 400-500 words.

Please be reminded of the aim of the ABE Initiative which expects the participants to contribute to the development of industries of their home countries, to utilize the networks which are built up during stay in Japan, and to continue to foster good relationships between their countries and Japan.

When more space is needed, please write on separate sheets of A4 sized paper. Make sure to sign each page.



\*Please sign all the pages on the bottom of right-hand corner.

\* HANDWRITTEN FORMS will not be accepted

## 7. Research Plan

- (1) To confirm the field of your research, choose the Item No. and Research Field from Annex 7, List of Categories, Areas, Disciplines and Research Fields.

Research Field	Item No.

\*[Item No.] is very important to avoid mismatching between your research plan and your desired university.

- (2) Write a brief research plan of your proposed Master's thesis more than 700 words (minimum 3 pages). At the selections, this research plan will be used by the faculty members of the Japanese university to evaluate your academic ability and motivation. Make sure to sign each page.

- (3) Below is an example of the structure of the research plan. Usage of this structure is not essential but strongly recommended.

(a) TITLE of your Master's thesis

(b) INTRODUCTION (1 paragraph):

To state clearly what your research interests are. Necessary to include the followings:

- Background information regarding the selected topic and your involvement (e.g. what is the main reason that you chose the topic, your relevant working experience, etc.)
- The main objective of your study

(c) MAIN BODY (approximately 3 paragraphs):

To provide specific information to support your ideas. To explain what you are going to study and how the research is conducted. Necessary to include the followings:

- Brief explanation for your analysis of this topic.
- Brief explanation for your research methodology.

Not to digress from the topic and to explain in brief what you want to learn in the Japanese university you chose.

### !! IMPORTANT !!

- ✓ It must be demonstrated that your academic background and job experience are sufficient enough to engage in and complete the Master's course in Japan. In this regard, it is essential for you to select a research theme which is associated with your current or future assignment in your organization.
- ✓ It is desirable for you to discuss with your organization to get supporting references, such as a policy and/or strategic paper of the organization.
- ✓ You must have a good understanding of the Master's courses offered by the universities of your choice. The description in the research plan is used to evaluate whether the course is capable of supporting applicant's research.
- ✓ You should write the research plan in light of the requirements and characteristics of the Master's course. It is strongly recommended to contact the faculty before submitting the applications in order to know whether or not the universities of your choice can accept the research plan.

(d) CONCLUSION (1 paragraph):

To stress the most important point(s) of your research plan, and your future work. Necessary to

\*Please sign all the pages on the bottom of right-hand corner.

\* HANDWRITTEN FORMS will not be accepted

include the followings:

- The skills which you wish to obtain in Japan.
- How you intend to utilize your research to solve the issue(s) mentioned in the first part of the plan after returning to your home country. It should be focused on what difference will be made to your country/organization by your research and how to foster close connection with the Japanese private sector.

## 8. Medical History

### (1) Present Medical Status

(a) Do you currently use any medicine or have regular medical checkup by a physician for your illness?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Name of illness ( ), Name of medicine ( )
	<i>If yes, please attach your doctor's letter (preferably, written in English) that describes current status of your illness and agreement to join the program.</i>

(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Months of pregnancy ( ) months
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? ( )
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

( )
<i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i>

### (2) Past Medical History

(a) Have you had any significant or serious illness?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( )
-----------------------------	--

(b) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( )
-----------------------------	--

### (3) Other Medical Problems

If you have any medical problems that are not described above, please indicate below.

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\*Please sign all the pages on the bottom of right-hand corner.

\* HANDWRITTEN FORMS will not be accepted

## 9. Declaration

I, (print your full name) \_\_\_\_\_, declare that I apply for the Master's Degree and Internship Program of the African Business Education Initiative for the Youth (ABE Initiative) with a full understanding of the "General Information for ABE Initiative", especially the articles stipulated below:

### (1) APPLICATION

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 is proven to be false.
2. all the information provided by me in this application form had been approved by my supervisor in my organization (Required only for Governmental Officials (including public organizations) and/or Educators.)
3. an application form which is incomplete or missing any necessary document(s) will be deemed ineligible and not considered.
4. the selection procedure and results rest entirely with JICA as the secretariat of ABE Initiative. No inquiries or objections by applicants regarding the result of the selection process will be considered.

### (2) OBJECTIVE OF THE PROGRAM

When I am accepted for the program, I agree

1. that the objective of the program which is written in G.I. Therefore, I will participate in observation tours of companies, summer internship, and post graduate internship as designated by JICA,
2. that I am required to contribute to the development of my nation's relationship with Japan after completing the Master's course and Internship in Japan,
3. that the objective of the program is not provision of employment in Japan upon completion of the program.

### (3) JICA's GUIDELINES

When I am accepted for the program, I agree

1. to invite my family (spouse and children only) on my own responsibilities for all expenses and necessary procedures after 6 months upon arrival in Japan to follow JICA's Guidelines,
2. all the information answered in 8. MEDICAL HISTORY is true, and to accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program,
3. to understand that if I am pregnant, I will discontinue the program and return home for the security of mother and fetus health following the consultation by JICA,
4. to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
5. to follow the program, and abide by the rules of the institution or establishment that implements the program,
6. to refrain from engaging in political activity or any form of employment for profit or gain,



\*Please sign all the pages on the bottom of right-hand corner.

\* HANDWRITTEN FORMS will not be accepted

7. to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
8. to discontinue the program if JICA and the applicant's current organizations agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation,
9. to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the program, against duplication and/or translation by JICA, as long as they are used for the purposes of the program,
10. to approve the privacy policy and the copyright policy in the 'Guidelines of Application for ABE initiative',

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.
- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide ABE initiative to the participants.
  2. To provide ABE initiative to the participants from developing countries under the Citizens' Cooperation Activities.
  3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.
11. to observe Japanese laws and ordinances (including, for example, such as 'Sexual Harassment') during my stay, if I violate, will return the total amount or a part of the expenditure required for ABE Initiative depending on the extent of the violation,
  12. to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me. I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

Signature: \_\_\_\_\_

(\*Please sign at the bottom of each page including this page)

Date: (day)\_\_\_\_/(month)\_\_\_\_/(year)\_\_\_\_\_

**CONFIDENTIAL****Guidelines of Application Form for  
the ABE initiative Program**

The attached form is to be used to apply for the ABE initiative of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office in your country for further information.

**1. Parts of Application Form to be completed**

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1. Declaration of desired university placement
2. Personal Information
3. Educational Background
4. Work Experiences
5. Details of Current and Previous Employment
6. Career Plan after Graduation
7. Research Plan
8. Medical History
9. Declaration

**2. How to complete the Application Form**

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In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for ABE initiative, and confirm if the objectives and contents are relevant to yours,
- (b) use a typewriter/personal computer in completing the form or write in **block letters**. HANDWRITTEN FORMS will not be accepted,
- (c) fill in the form in **English**,
- (d) use ☒ or "x" to fill in the ( ) check boxes,
- (e) sign all the pages on the bottom of right-hand corner and the Declaration,
- (f) attach a picture of yours,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by JICA office, and
- (j) submit the original application form with the necessary document(s) to JICA.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

**3. Privacy Policy**

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**1) Scope of Use**