

Application materials checklist

Applicant's Name: _____

Please enclose this checklist in your application. Please be sure to submit all the following documents check(✓) the items you enclosed.

In case you are not able to submit any document by the deadline, please write the estimated date you will be able to submit.

Application documents to JICA		Check(✓)	Check point
1	Application materials check list		Are all documents attached?
2	JICA Application Form for Knowledge Co-Creation Program (Appendix-3)		Is the full name written as shown on the Passport? (National ID is acceptable if the applicant does not own a Passport.)
			Is the date of birth same as on the Passport or ID?
			Is your age between 22 to 39? (if not, consult with JICA overseas office in your country)
			Is the name of organization, department, and position correctly mentioned? (No abbreviation is allowed)
			Is the working history and period correctly filled?
			Is the name of the degree same as in the "University Diploma" and "Academic Transcript"?
			In the Declaration Form, is the signed date within the application
3	Application Form for SDGs Global Leadership Program for FY2019 (Appendix-4)		Is the research plan written with enough amount of words? (Extreme lack of words may not be accepted)
			Is the "Title", "Introduction", "Main Body" and "Conclusion", respectively followed?
			If yes in Medical History 1(a), is the doctor's letter (written in English) attached? The letter should describe current status of the applicant's illness and has a consent for an applicant to join the program healthy.
4	Graduation certificate		Is the name and date of birth as shown on the Passport or ID? If not, please describe the reason in the letter.
			If not written in English, is the official English translation attached?
5	Academic transcript		Is the notary seal affixed to Academic Transcript for all the grades earned in the university?
			Is the name and date of birth as shown on the Passport or ID? If not, please describe the reason in the letter.
			If not written in English, is the official English translation attached?
6	Photocopy of certificate of English Test		
7	A copy of Passport with photo		Is the copy of valid Passport (or National ID) attached?
			If not written in English, French, Portuguese or Spanish, is the official English translation attached?
8	2 ID photos (4cm × 3cm) pasted on application form (Original and copy)		Is the applicant's photo attached on the Application form?