

JICA Knowledge Co-Creation Program (Master Degree Scholarship Program)

Creating Leaders for Clean Cities



Course Period in Japan:

from **September 2024** to **September 2026**

Or

from **September 2024** to **March 2027**

This handout provides an overview of the course, which is one of Japan International Cooperation Agency (JICA)'s Knowledge Co-Creation Program (Long-Term). The program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between respective governments.

The objective of the Knowledge Co-Creation Program (Long-Term) is to offer opportunities to people from developing countries to study at higher educational institutions in Japan and to help them build their network of people. This is intended to assist in the human resource development plans of the governments of developing countries and Japan, and eventually to expand and strengthen bilateral ties between the developing countries and Japan.



**Deadline of KCCP application in
JICA Sri Lanka office is 15/02/2024**

Creating Leaders for Clean Cities

In many cities, the problem of waste management including limited collection service and inappropriate disposal is getting more and more serious along with the rapid urbanization and population influx. To sustain appropriate waste management, the consolidation of human and organizational capacity and financial sustainability is the key. However, for developing countries, where waste management is not given high priority in policy agenda, fostering human resources who will lead effective improvement of the sector is always the challenge. To contribute to the creation of clean cities, JICA is conducting the cooperation of improvement of the competence of administrative organizations under the "JICA Clean City Initiative (JCCI)". This program is designed to promote appropriate solid waste management (SWM) through enhancement of human and organizational capacity of the countries. To this end, in cooperation with other programs such as J-PRISM and ACCP, this program provides opportunities to participants to study in Japan to deepen knowledge and enhance their capacity for planning and management of SWM.

The objective of the program is

to strengthen capacity of potential future leaders who will engage in SWM in national/central government and/or cities of the target countries. The graduates of the program are expected to lead improvement of SWM of their countries/cities to promote appropriate SWM and thereby contribute to achievement of the SDGs.



For what?

The graduates of the program are expected to lead their organizations and the SWM sector of their countries to achieve better and sustainable waste management by developing following capacities:

Problem-Solving Capacity

- Identify, analyze, and solve the issues logically
- Write and present thesis
- Understand and interpret the experiences of other SWM and apply them to own case

Comprehensive Knowledge of SWM administration and management

Comprehensive capacity of utility management in theory and practice

Long-term ties and Networks

- Networks with participants from other countries, Japanese SWM professionals and students.
- Partnerships with Japanese SWM enterprises.



How?

This program is a Master Degree Scholarship Program provided by JICA in collaboration with partner university of JICA Development Studies Program in Japan. Participants will pursue Master's Degree under distinguished professors in Graduate School. Special programs will also be offered to improve practical abilities, develop networks, and deepen understanding of Japanese SWM field.

Language used in the Program

English

Degree & Certificate

Master's degree from Japanese University and a certificate by JICA will be awarded upon successful completion of the program.

Where?

Participants will be admitted to one of the following three universities to obtain a master's degree.

Location: Sapporo

Hokkaido University (National)

Course in Global Environmental Management

Graduate School of Environmental Science

Degree: Master of Environmental Science

Course URL: [Course in Global Environmental Management](https://www.ces.hokudai.ac.jp/kiyu/ki/?page_id=2598)

https://www.ces.hokudai.ac.jp/kiyu/ki/?page_id=2598

URL: [Hokkaido University \(hokudai\)](https://www.hokudai.ac.jp/)

Location: Tokyo

Toyo University (Private)

Course of Regional Development Studies,

Graduate School of Global and Regional Studies

Degree: Master of Regional Development Studies

Course URL: [Course of Regional Development](https://www.toyo-u.ac.jp/eng/graduate_school_of_global_and_regional_studies/)

[Studies](https://www.toyo-u.ac.jp/eng/graduate_school_of_global_and_regional_studies/) | [Official Site of Toyo University Regional](https://www.toyo-u.ac.jp/eng/graduate_school_of_global_and_regional_studies/)

[Studies](https://www.toyo-u.ac.jp/eng/graduate_school_of_global_and_regional_studies/)

URL: [Toyo University Official Site](https://www.toyo-u.ac.jp/)

Location: Nagoya

Nagoya University (National)

Department of Environmental Engineering and Architecture,

Graduate School of Environmental Studies

Degree: Master of Environmental Studies or Master of Engineering

Department of Civil and Environmental Engineering,

Graduate School of Engineering

Degree: Master of Engineering

Department URL including list of prospective supervisors in

both graduate schools: [research of CLLIPO \(nagoya-u.ac.jp\)](https://www.civil.nagoya-u.ac.jp/ceceipsil/src/8911/Lab_list.pdf)

https://www.civil.nagoya-u.ac.jp/ceceipsil/src/8911/Lab_list.pdf

URL: [Nagoya University](https://www.nagoya-u.ac.jp/)



Program Outline

The program consists of a regular graduate program for study and research in the field of utility administration and management at a Japanese university and additional custom-made programs shown below:

1. Master Degree Program

- 1 Acquire theoretical knowledge by course work.
- 2 Acquire problem-solving capacity through field survey and research on practical topics.
- 3 Acquire master's degree in Graduate School.

2. Special Programs on SWM

Lectures	Field Survey / Field Trips	Others
<p>Additional special lectures on;</p> <ul style="list-style-type: none"> • Japan's historical experience to achieve sustainable collection, recycling and disposal • Case study of Japanese SWM 	<ul style="list-style-type: none"> • Field survey in Japan and/or home county for Master's thesis. • Field trips to sites of SWM and industries 	<ul style="list-style-type: none"> • Networking with participants from other countries and Japanese SWM professionals. • International conference and symposiums. • JICA's other training programs.

3. Common Programs (Optional)

JICA will offer the Common Programs for all JICA scholarship students such as;

- Special lectures and field trips on Japanese development experiences
- International cultural exchange among JICA scholarship students.

For whom?

Countries	Indonesia	India
	Honduras	Sri Lanka
	Palestine	

Eligible / Target Organization

Public officers who are expected to play a leading role in SWM in their organizations/countries

Qualifications

- **Experience**
at least three (3) years of practical experiences in SWM
- **Age**
under 59 years old as of April 1st, 2024 (if not, consult with JICA overseas)
- **Educational Background**
have a bachelor degree or higher
- **Language**
have sufficient English skills required to take courses and receive research guidance in English (TOEFL IBT 80/ TOEFL PBT 550/ IELTS 6.0 or higher)
- **Health**
in good health both physically and mentally, to participate in the program in Japan

Expectation for Participants

- To play a leading role in SWM in their organizations/countries in the future
- To have adaptability and receptivity to study and research in a foreign country



Admissions

Candidates must be selected as JICA's official candidate through JICA's internal selection procedure and must pass the general entrance examination of the university they have applied to, including examinations to enter the applicants' desired master's degree course

Number of participants

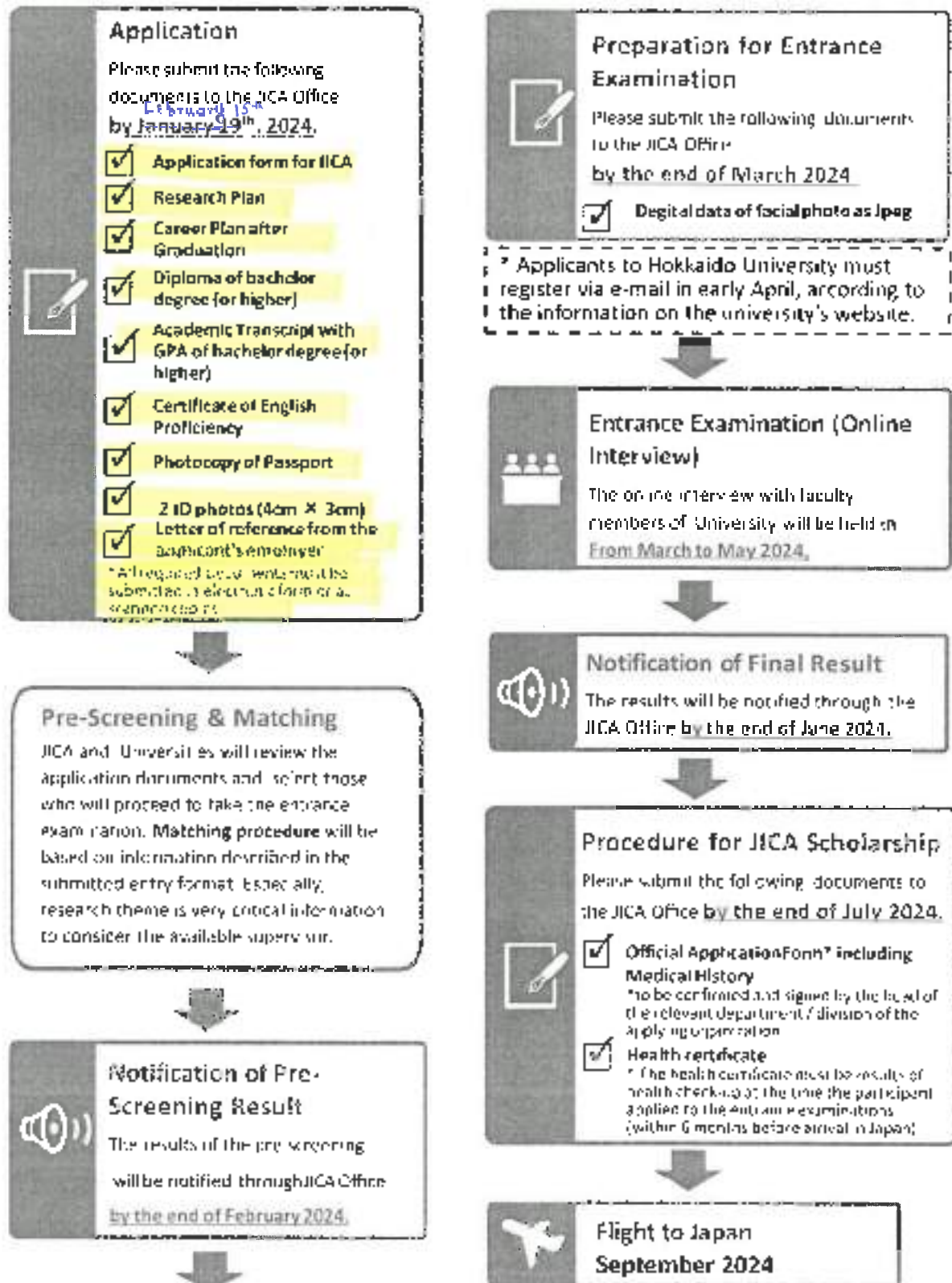
- Maximum 7 participants

When?

Duration

- **Toyo Univ. & Nagoya Univ.**
from September 2024 to September 2026
- **Hokkaido Univ.**
from September 2024 to March 2027
(For the first six months, the status will be that of a non-degree "research student". In order to become a student of the regular course (master's course), you must pass the entrance examination after enrollment.)

Steps to Japan



Expenses To Be Borne By JICA

Under the JICA Long-term Participant Allowance standards, JICA will cover expenses and allowance to participants accepted to the program/course. See the table below for further details. Note that the payments (e.g. for tuition, research support expenses, school support expenses) will not be paid to the accepted participants themselves, but directly to the university or other relevant institutions.

Expense category	Payment amount	Payment frequency
Tuition (official examination fees, entrance fees, course fees)	Actual costs	According to the request from universities
Living Allowance*	JPY 144,000–147,000 per month*	Every month via university
Airfare	Actual costs	Upon arrival in Japan and upon returning home
Outfit Allowance**	JPY103,750–106,000	Once (upon arrival in Japan)
Moving Allowance***	Up to JPY164,000–224,000	Once (during the training period)**
Research Support Expenses****	Actual costs (up to JPY360,000 per year)	
Medical care for participants who become ill after arriving in Japan	In accordance with the provisions of the medical insurance	

Expenses Not To Be Borne By JICA

JICA will not bear costs other than the allowances described above. JICA is not responsible for the following expenses especially:

- (1) Passport fees (for re-issuance and extensions, etc.)
- (2) Visa fees of a transit country and transportation expenses to obtain Visa
- (3) Transportation expenses to obtain Japanese Visa
- (4) Domestic travel expenses at the applicant's home country
- (5) Departure tax
- (6) Airport tax/airport facility charges outside of Japan, including third countries
- (7) Customs duty
- (8) Excess baggage charges
- (9) Compensation for lost and/or damaged baggage
- (10) "No show charge" to the transit airport hotel (non-refundable)
- (11) Lost-ticket fee
- (12) Accommodation fee for day-use hotel in return flight
- (13) Transportation expenses other than official programs
- (14) Telephone bill or mini-bar tab at accommodation
- (15) Medical costs related to pre-existing illness, pregnancy, and dental treatment
- (16) Medical cost related to the same illness over 180 days
- (17) "National Health Insurance" fee

Note: If participant/accepted applicant does not follow the regulation of JICA, the participant may have to bear such other cost of necessary expenses.

*Varies according to living area in Japan (up to 26,000 yen in city)

**Have a bank opening book opened in Japan. As a case, several banks offer the bank account opened. It is strongly recommended to bring cash for personal expenses during the period.

** Depending on the accommodation facility. Consultation with the university is required.

**** Research Support Expenses as allowed to be paid must be confirmed by JICA. These may not be subsidised with the consultation and approval of the applicant's supervisor.

Important Notice

- 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 and necessary procedure. JICA does NOT provide any support or additional financial assistance except issuing necessary documents for the process. JICA strongly recommend participants to invite their family at least after 6 months upon arrival in Japan.
- Participants are recommended to bring their own laptops. Participants are required to work on their laptops during their stay in Japan. Most of accommodations have internet access. Expenses for purchasing and fixing laptops will NOT be borne by JICA. Participants who do not have their own laptops are recommended to purchase one with their moving allowances.
- Visa will be arranged and issued in participants' respective countries. If participants have difficulty to apply in their countries, it will be applied and issued in Japan.



Conditions for Participation

The accepted applicants/participants of Knowledge Co-Creation Program (KCCP) are required:

- (1) to understand that participants must physically come to Japan to participate in this program at the date designated by JICA.
- (2) to be in good health to participate in the program.
- (3) not to change course subjects or extend the course period.
- (4) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own.
- (5) to accept that the Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.
- (6) to submit a Health Certificate in JICA format at the participant's expense. The certificate must be the results of health check-up at the time the participant applied to the entrance examinations (within 6 months before arrival in Japan).
- (7) to accept to submit a second Health Certificate in JICA format if the participant will not be able to arrive within 6 months from the date of his/her first medical examination. The cost of the Health Certificate will be borne by JICA only if the delay is not due to the participant's personal reasons.
- (8) to return to their home country on the designated flight by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is not successful on the regular course examination.
- (9) to refund allowances or other benefits paid by JICA in the case of a change in schedule.
- (10) to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months.
- (11) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course.
- (12) to observe the rules and regulations of the program implementing partners to provide the program or establishments ("Plagiarism" especially is taken severely by enrolling university, regardless of whether it is direct plagiarism or self-plagiarism and participants may be subjected to disciplinary action such as suspension).
- (13) to observe the rules and regulations at the place of the participants' accommodation.
- (14) not to engage in political activities, or any form of employment for profit.
- (15) not to drive a car or motorbike, regardless of an international driving license possessed.
- (16) to discontinue the program, should the participant violate Japanese laws or JICA's regulations, or commit illegal or immoral conduct, or become critically ill or seriously injured and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care expenses described in the table of "II Expenses To be borne by JICA."
- (17) to return the total amount or a part of the expenditure for KCCP depending on the severity of such violation, should the participants violate the laws and ordinances.
- (18) not to be receiving nor plan to receive another scholarship during the program.
- (19) to understand not to make other applications for different JICA KCCP (long-term) at the same time.
- (20) to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle, and
- (21) to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so.

What is JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, "In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together." JICA believes that this 'Knowledge Co-Creation Program' will serve as a foundation of mutual learning process.

What is JICA Development Studies Program (JICA-DSP)

JICA-DSP is being carried out by JICA as part of official development assistance (ODA) by the government of Japan. JICA-DSP is offered for international scholars accepted as the participants of JICA's Human Resource Development Project who are enrolled in a degree program at a Japanese university.

<https://www.jica.go.jp/dsp-char/english/dsp/overview/index.html>

For Your Reference

Leaflet: **JICA's Actions Toward Achieving SDGs**
[click here!](#)



JICA's Position Paper on SDGs: Goal 11
[click here!](#)



JICA's Position Paper on SDGs: Goal 12
[click here!](#)



website: **African Clean Cities Platform**
[click here!](#)



textbook: **Waste in Africa**
[click here!](#)



About JICA

JICA and Capacity Development

The key to JICA's contribution to capacity development has been the fact that they engage to develop projects central to the development needs of partner countries, regardless of the need for operational assistance, the size of the project, or the type of commitment, development program, development project, or development activity. JICA programs within the wide range of domains: Training Programs, Technical Cooperation, Grants, and Operations. Conducted in Japan, they involve partner countries, which obtain and accumulate practical knowledge accumulated in Japan to society. Participants can bring a pattern of their own individual knowledge and create their own capability. In hosting their own country, they transfer the organization and society to which they belong. Through the program, they gain a wide range of professional skills, ranging from education to health, infrastructure, agriculture, rural development, gender

equity, and environmental protection. A number of projects have been implemented to address the specific needs of partner countries, such as the development of water supply systems, the improvement of roads, and the development of health care services. In addition, JICA has been contributing to the improvement of the capacity of partner countries to deal with the global environment.



Japanese Development Experience

Japan was the first non-Western country to achieve high economic growth and industrialize its economy after the end of the process, which started in the 1950s. In the 1960s, the Japanese adopted concepts which a wide range of appropriate skills and knowledge have been imported from developed countries, thereby leading to rapid economic growth and improved living standards, knowledge and innovation. They finally became industrialized independent society to suit local needs and conditions.

From the past, the Japanese people have made their own methods, mostly in the 1950s, that have enabled Japan to overcome what is today has extended from the "adaptation and adjustment" process, which process has been accompanied by confidential and adjustment of the success stories. We have learned that success stories, such as the Japanese experience, can be useful in the development of partner countries who are trying to address the challenges of newly industrialized countries. However, we are still facing the need for our partner countries to reduce their dependence on Japan. The difficulty has been, in fact, with the challenge of explaining a concept of "knowledge" a type of knowledge that is mutually beneficial in another manner. One of the difficulties is the social and cultural systems of Japan that are very different from those of other Western industrialized countries, and the social systems of underdeveloped countries. Simply doing business with Japan is not the way of doing business with the Japanese. JICA has been working to increase the number of partner countries, particularly in the area of training and the transfer of people, both from the government as well as the private sector. Success stories of partner countries that have been brought to the attention of the development organizations.



CORRESPONDENCE

For enquiries and further information
please contact the JICA office in your country.

Further, address correspondence to:

Japan International Cooperation Agency (JICA)

Address: Nibancho Center Building 5F, 25 Niban-cho

Chiyoda-ku, Tokyo 102-8002, Japan

Tel. +81 3-5226-6603 (Rep.)



Knowledge Co-Creation Program under Technical Cooperation with the Government of Japan

Application Form for the JICA Knowledge Co-Creation Program for Long-Term Participants (JICA Development Studies Program)

OFFICIAL APPLICATION FORM

(To be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Course Title: (Please write down as shown in the General Information)

Creating Leaders for Clean Cities

2. Course Number: (the number as "xxxxxxxxxxJxxx" shown in the GI)

Grid for Course Number with 'J' in the 10th column

3. Country Name:

Empty text box for Country Name

4. Name of Applying Organization:

Empty text box for Name of Applying Organization

5. Name of the Nominee(s):

Table with 2 columns for names 1) through 4)

Our organization hereby applies for Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs

Signature and stamp area with fields for Date, Signature, Name, Designation, Department, Address, Telephone, Fax, E-mail, and Official Stamp

Confirmation by the organization in charge (if there is no Note Verbalis Letter from the government notifying the applicant)

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government

Signature and stamp area for organization in charge with fields for Date, Signature, Name, Designation, Department, and Official Stamp

1 研修員決定後直ちにKCCPシステム上の研修コース登録を行う場合は記載不要

2 署名又は代捺書類は必須であり、いずれも印の空白、研修員の受入、来日手続きが不肖となるため留意すること



Part A: Information on the Applying Organization²

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in Knowledge Co-Creation Program (KCCP), with reference to issues or problems to be addressed

2) Objective: Describe what your organization intends to achieve by participating in KCCP.

3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the KCCP, 4) Plan of organization and 5) Others.

² 研修コース特性に応じた要記載

姓名 _____ 姓名 _____
Name _____ Signature _____

物理學號 _____
Physics Number _____

畢業年份 _____
DECEMBER _____

年 _____
Address _____

**MEDICAL HISTORY****(Self-Declaration)****1. Present Medical Status**

(a) Have you taken any medicine or had a medical checkup by a physician for your illness such as diabetes, hypertension, asthma, etc.?

<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 the current status of your illness, and gives agreement to your participation in the program.</i>
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(b) Do you have any allergies with medicine, food, pollen, etc.?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? (_____)
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(c) Please indicate any needs arising from disabilities that may require additional support or facilities

(_____)
<i>Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be directly inquired by the JICA official in charge for a more detailed account of his/her condition.</i>

2. Medical History

(a) Have you had any illness such as heart, hepatic, kidney disease, etc.?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
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(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 (_____)
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(c) Have you ever had any sleeping, eating or other disorders?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____) Name of medicine taken if any (_____)
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3. Tuberculosis Screening

(a) Do you have any history of previous TB?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
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(b) Has anyone in your household been diagnosed with TB in the last 2 years?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
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(c) Do you have any history of recent contact with a case of active pulmonary TB (shared the same enclosed airspace or household or other enclosed environments for a prolonged period for days or weeks)?



<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
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(d) Do you have any history of or are you currently immune compromised (HIV infected, chronic renal failure, malignant tumors, etc.)? Do you have any history of using immunosuppressant (steroids, anti-cancer drugs, rheumatic drugs, etc.)?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
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(e) Have you (or your household) had any of the following symptoms in the last three months?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: <input type="checkbox"/> Cough <input type="checkbox"/> Sputum expectoration <input type="checkbox"/> Hemoptysis <input type="checkbox"/> Night sweats <input type="checkbox"/> Weight loss <input type="checkbox"/> Fever
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4. Other Conditions/Medical Issues

Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes Weeks of pregnancy (_____ weeks)
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If you have any medical issues/conditions that are not described above, please indicate below.

--

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and 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.

I understand and accept that this questionnaire will be checked for my health care by the people who are engaged in the program during my stay in Japan.

By Applicant:

Date
Name and Title/Position
Signature

※Please notify JICA staff upon any changes in your health condition after submission of the form.



Application Guideline for the JICA Knowledge Co-Creation Program

This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.

Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

Form	Filled by
Official Application Form	<ul style="list-style-type: none"> ・ To be filed by you and your supervisor* ・ To be signed by your supervisor ・ Official stamp of your organization is needed
Information on the Applying Organization	You and your supervisor *
Information about the Nominee	You
Terms and Conditions, and Declaration	You

* Supervisor: the head of the department/division of your organization

Please be advised:

- (a) To carefully read the Overview of the KCCP.
- (b) To fill only in typewritten except for signature.
- (c) To fill in the form in **English**.
- (d) To use "v" or "x" to mark the () options.
- (e) To attach your photographs.
- (f) To prepare document(s) described in the Overview and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms.

In submitting the Application Forms and attached documents, please make sure:

- (g) To prepare a copy of your passport.
- (h) To confirm the application procedure stipulated by your government.
- (i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- (j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.

**CONFIDENTIAL****CHECK LIST before submission:**

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	<input type="checkbox"/>	Are all documents attached?
2 JICA Application Form for Knowledge Co-Creation Program	<input type="checkbox"/>	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?
Information about the Nominee 1. University Information 2. Research Plan 3. Career Plan after Graduation	<input type="checkbox"/>	Is your age between 22 to 59? (if not, consult with JICA overseas office in your country)
		Is the name of organization, department, and position correctly mentioned? (No abbreviation is allowed)
3 Graduation certificate	<input type="checkbox"/>	Is the working history and period correctly filled?
		Is the name of the degree same as in the "University Diploma" and "Academic Transcript"?
4 Academic transcript	<input type="checkbox"/>	In the Declaration Form, is the signed date within the application
		Is the research plan written with enough amount of words? (Extreme lack of words may not be accepted)
5 Photocopy of certificate of English Test	<input type="checkbox"/>	Is the "Title", "Introduction", "Main Body" and "Conclusion" respectively followed?
		Is the name and date of birth as shown on the Passport or ID? If not, please describe the reason in the letter.
6 A copy of Passport with photo	<input type="checkbox"/>	If not written in English, is the official English translation attached?
		Is the notary seal affixed to Academic Transcript for all the grades earned in the university?
7 2 ID photos (4cm x 3cm) pasted on application form (Original and copy)	<input type="checkbox"/>	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?
		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?
		Is the applicant's photo attached on the Application form?

