

94-11-2447633  
94-11-2387153

## **1. Preliminary Consultation Process**

In order to facilitate clear and efficient communication during the university consultation process under the Programme, applicants are requested to carefully review the General Information booklet and the Preliminary Consultation Form provided by JICA and to strictly follow the instructions contained therein when undertaking pre-consultation with their preferred universities, where applicable.

The purpose of the preliminary consultation is to confirm whether the applicant's proposed research topic can be supervised by a faculty member of the preferred University. It does not constitute a prior commitment or provisional acceptance by the university.

## **2. Submission of Nominations**

You are kindly requested to ensure that all nomination documents are forwarded to the Department of External Resources (ERD) on or before 2.00 p.m. on 10 November 2026 in order to enable the Department to process the nominations and comply with the deadline stipulated by JICA.

Please note that the above deadline will be strictly observed. Applications received after the stipulated deadline or incomplete applications or applications submitted without the required supporting documentation will not be considered for further processing.

Accordingly, nominating Ministries/Institutions are requested to carefully review the following guidelines and requirements prior to commencing the nomination and application process.

## **3. Documents to be Submitted**

Each nomination submitted to ERD shall comprise the following:

- 2.1 A nomination letter from the respective Line Ministry/Institution prepared in accordance with the requirements specified under Section 3 below;
- 2.2 A duly completed JICA Application Form and all other required documents, together with an additional copy of each document;
- 2.3 A copy of the e-mail from the prospective academic supervisor
- 2.4 Graduation Certificate/Degree Certificate
  - Officially certified copies of the original documents.
  - Documents must be in English or accompanied by an official English translation.
- 2.5 Academic Transcript
  - Must contain all grades earned at the university attended by the applicant.
  - Officially certified copies of the original transcript.
  - Documents must be in English or accompanied by an official English translation.
- 2.6 Field of Study and Research Plan
- 2.7 A copy of the relevant pages of the applicant's passport;
- 2.8 A copy of the Nominee's official English-language test score certificate, if available
- 2.9 A duly completed ERD Form, available on the ERD website.

Nominating Ministries/Institutions are requested to carefully verify the completeness, accuracy, and authenticity of all documents prior to submission.

#### **4. Requirements Relating to the Covering Letter**

To facilitate the efficient processing of nominations and minimize administrative delays, each nomination shall be accompanied by a covering letter duly signed by the Secretary of the relevant Line Ministry or, on behalf of the Secretary, by a senior officer duly authorized for this purpose.

In the case of an institution that does not come under a Line Ministry, the covering letter shall be signed by the Head of the respective Department, Agency, or Institution.

The covering letter shall clearly state and/or confirm the following, together with the name and designation of the officer providing such confirmations:

- 3.1 The reference number of this letter;
- 3.2 Probationary officers are not eligible to apply for long-term foreign training programmes. Notwithstanding the foregoing, a probationary officer/ lecturer serving in a university where the successful completion of a higher postgraduate qualification is a mandatory requirement for confirmation in service may be considered for nomination, provided that the nominating institution and the relevant Line Ministry expressly undertake responsibility for granting the necessary leave and releasing the officer to participate in the Programme for its entire duration, if selected. Such undertaking shall be clearly stated in the covering letter. The relevant Line Ministry shall further undertake responsibility for ensuring that the nominee enters into and complies with the bond agreement to be executed with the Government of Sri Lanka and shall take all necessary measures to ensure the fulfilment of the obligations arising therefrom.
- 3.3 Confirmation that the nominee satisfies all eligibility requirements of the Programme;
- 3.4 Confirmation that all required application forms and supporting documents have been duly completed, verified, and properly attached;
- 3.5 Confirmation that, if selected, the nominee will be released from his/her official duties and granted the necessary leave to participate in the Programme for its entire duration; and
- 3.6 The following declarations and acknowledgements, duly obtained from and endorsed by the nominee, shall be clearly indicated and attached to the application:
  - 3.6.1 Confirmation that the nominee undertakes to return to Sri Lanka upon the successful completion of the Programme and resume duties in the service of the Government of Sri Lanka.
  - 3.6.2 Confirmation that the nominee acknowledges and understands that, if selected for the Programme, he/she shall be required to enter into a mandatory bond agreement with the Government of Sri Lanka, undertaking to serve the Government for a stipulated minimum period upon completion of the Programme.
  - 3.6.3 Confirmation that the nominee agrees to fully comply with and honour all terms and conditions of the bond agreement and acknowledges that, in the event of any breach, violation, or failure to fulfil the obligations stipulated therein, he/she shall be liable to reimburse the full amount specified under the bond, including all costs and expenses incurred by the Governments of Sri Lanka and Japan in connection with the Programme, in accordance with the provisions of the bond agreement.

- 3.6.4 Confirmation that the nominee acknowledges that any failure to comply with the terms and conditions of the bond agreement may result in appropriate administrative or disciplinary action, as well as restrictions on eligibility for future foreign training opportunities, in accordance with the applicable rules, regulations, and government procedures.

## **5. General Information and Requirements**

Nominating Ministries/Institutions are kindly requested to ensure that all nominations fully comply with the provisions of TA Circular No. 2013/2014 of the Ministry of Finance and Planning dated 24 October 2013, together with any subsequent amendments, additions, or revisions thereto.

Institutions are further requested to carefully scrutinize and verify all applications prior to submission in order to facilitate timely processing and avoid delays that could result in the loss of valuable training opportunities.

Applicants are strongly advised to thoroughly review the eligibility requirements, Programme conditions, and duration of the study programme offered by their selected university prior to submitting an application.

Applicants should also carefully review the GI Booklet for comprehensive information regarding the Programme.

## **6. Applying to JICA**

Upon receiving positive feedback from the University for the preliminary consultation, applicants have to submit JICA Application Form together with university information and a screenshot of the e-mail from the prospective academic supervisor confirming the proposed research topic falls within the scope of his/her supervision. Applications and required documents should be submitted to External Resources Department in order to forward JICA Sri Lanka Office for conduct an internal screening process to select candidates who will be eligible to proceed with the official application to the university. Applicants may nominate only one university when applying to JICA.

Each candidate will undergo their desired university selection process (General Entrance Examination)

After the universities announce the results of their selection JICA will conduct the final selection based on the factors such as University admission results, Participant quotas, Medical examination results, et

## **7. Consistency of Applicant's Name**

The use of different formats or variations of an applicant's name may result in administrative difficulties and discrepancies during application processing. Therefore, applicants are kindly requested to ensure that their names are stated exactly as they appear in their passports throughout all application documents, official correspondence, and related documentation.

## **8. Internal Approvals and Commitment to Participate**

Nominating Ministries/Institutions must ensure that all necessary internal approvals have been obtained prior to the submission of any nomination. Nominees should also be fully informed of the requirements and conditions of the Programme and provide firm commitment to participate if selected.

Prior to submitting a nomination, the nominating Ministry/Institution shall satisfy itself that:

- 8.1. The nominee is available to participate in the Programme for its entire duration;
- 8.2. The nominee can be released from his/her official duties and granted the necessary leave for the entire duration of the Programme if selected; and
- 8.3. All relevant institutional approvals and commitments have been secured.

Withdrawal after selection shall be permitted only under exceptional and unavoidable circumstances. Nominating Ministries/Institutions are therefore expected to exercise due diligence before submitting nominations.

Withdrawals arising from circumstances that could reasonably have been anticipated or addressed prior to nomination may adversely affect Sri Lanka's credibility and reputation in its engagement with development partners, result in the loss of valuable training opportunities allocated to Sri Lanka, and affect future capacity-development opportunities made available to Sri Lankan officials.

Accordingly, the submission of a nomination shall constitute a firm commitment by both the nominee and the nominating Ministry/Institution to participate in the Programme if selected. Such commitment is expected to be honoured except where withdrawal becomes necessary due to genuinely exceptional and unavoidable circumstances.

## **9. Age Criteria**

Nominating institutions are requested to carefully verify the nominee's compliance with the applicable age requirement prior to submitting nominations as less than 40 years (As of April 1<sup>st</sup> 2027)

## **10. Relevance of the Programme to the Nominee's Duties**

10.1. Nominating Ministries/Institutions shall ensure that the proposed Programme is closely aligned with the nominee's current duties and responsibilities, as well as the present and future human resource and capacity-development requirements of the institution.

10.2. Nominations should be made with due consideration to the relevance of the selected Programme to the nominee's area of work. Particular attention should be given to ensuring that the knowledge, skills, expertise, and international exposure gained through the Programme can be effectively utilized within the nominee's institution and contribute towards the achievement of institutional objectives and national development priorities.

10.3. Preference should be given to officers who are expected to continue serving in the relevant field, sector, or institution upon completion of the Programme, thereby enabling the effective application, retention, and dissemination of the knowledge and skills acquired through the training.

10.4. The nominating Ministry/Institution shall take appropriate measures to facilitate the effective utilization, transfer, and dissemination of the knowledge, skills, and experience gained by the nominee upon successful completion of the Programme and, wherever practicable, assign duties that enable the officer to apply the acquired competencies for the benefit of the institution and the country.

## **11. Retention of Copies and Final Selection**

Please note that ERD will forward the original applications to the JICA Sri Lanka Office for consideration and will not retain copies of the documents submitted. Accordingly, both nominating institutions and applicants are advised to retain complete copies of all documents submitted for their records.

Please further note that the final selection of participants rests solely with the Government of Japan.

## **12. Strict Compliance with Requirements**

12.1. The above criteria and guidelines have been established to ensure the smooth, efficient, and successful implementation of the Programme while minimizing administrative difficulties for all parties concerned.

12.2. Accordingly, nominating institutions and prospective nominees are requested to carefully comply with all eligibility criteria, documentation requirements, and other applicable conditions prior to submitting applications.

12.3. Any application that does not satisfy the prescribed eligibility criteria, is incomplete, or is unsupported by the required documentation may be returned or may not be considered for further processing.

The Government of Japan has consistently extended valuable opportunities for the capacity development of Sri Lankan public officials through its longstanding development cooperation partnership with Sri Lanka, with a view to strengthening institutional capacities and supporting the socio-economic development of the country. It is therefore expected that officers nominated for this Programme will be committed to the objectives of the Programme and will endeavour to apply the knowledge, skills, expertise, and international exposure gained through their studies towards the advancement of their respective institutions and the achievement of national development goals. In this regard, your assistance in identifying and nominating suitably qualified candidates who are well positioned to derive maximum benefit from the Programme and to effectively contribute to the development of their institutions and the country upon completion would be greatly appreciated.

For any further inquiries or details in this regard, applicants may contact Ms. Namal Ralapanawe, Lead Specialist/Chief of Loan Projects Mobile: ([RalapanaweNamal.SL@jica.go.jp](mailto:RalapanaweNamal.SL@jica.go.jp), Mobile: 077-2674855)

We look forward to receiving a strong pool of qualified nominations within the stipulated timeframe and highly appreciate your cooperation and support in facilitating the nomination process.



Upendra Wijerathna  
Director (Actg)  
For Director General

Enclose: GI Booklet, Important Notice to Applicants, Application Forms, List of Universities