

Application No.

JDS Kenya 2020

**The Project for human Resource Development Scholarship by Japanese Grant Aid (JDS)  
Kenya 2020**

**APPLICATION FORM**

(for Master's Degree Program)

**1. Study Course**

Sub-Program (Priority Area)

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Component (Development issue)

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University

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Graduate School (Automatically Filled)

Course / Programs (Automatically filled)

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**2. Target Organization** (Mother body of your organization)


**3. Personal Information**

- Details given in this section must match your passport or other official identification documents
- "(4) Age" is automatically calculated if "(3) Date of Birth" is filled correctly.

1) Family Name <small>(Capital Letters)</small>					Attach your recent photograph here (Should be taken within 3 months)  Please write your name on the back of the photo (H4cm×W3cm)
2) Given Name <small>(Capital Letters)</small>					
Middle Name <small>(Capital Letters)</small>					
3) Date of Birth <small>(Day/Month/Year)</small>	/	/	4) Age <small>(Automatically filled)</small>	(As of 2021 / 4 / 1)	
5) Gender		6) Marital Status			
7) Living Address				8) Living Area	
9) TEL			10) E-mail		
11) Contact Person for emergency (Family or relatives)					
Full Name <small>(Contact person)</small>			Relationship <small>(ex. Father)</small>		
TEL <small>(Contact person)</small>			E-mail (if any)		

Signature of Applicant

\_\_\_\_\_

**(1) List all schools attended starting from primary school (in chronological order).**

- Graduation date and names of degree given in this section must match your submitted diplomas/ certificates.
- Do not list short-term training courses
- Schooling period is calculated automatically (**More than 6 months of schooling period is counted as 1 year**).
- If you are currently under way of a school, select "Currently underway", otherwise "Graduated".

Level	Name of School Department	Location	From			Schooling Period	Degree
			To				
(Ex.)	XXX University, Faculty of XXX	Nairobi	Sep	/	2000	4 year(s)	Bachelor of XXX in YYYYY
			Jun	/	2004		Graduated
Primary Education				/		year(s)	
				/			
Lower Secondary Education				/		year(s)	
				/			
Upper Secondary Education				/		year(s)	
				/			
<b>Higher Education</b> (University level)				/		year(s)	
				/			
<b>Other Higher Education</b> (except training)				/		year(s)	
				/			
<b>Other Higher Education</b> (except training)				/		year(s)	
				/			
Total School Year:						0	year(s)

1) Have you ever been awarded any scholarship studying abroad? (Yes/No) \* If "Yes", please specify it below

1) Have you ever been awarded any scholarship studying abroad (foreign)? If "Yes", please specify it below:

<input type="checkbox"/>	Name of Scholarship:	<input type="text"/>	Country you studied:	<input type="text"/>
<input type="checkbox"/>	Duration:	From <input type="text"/> / <input type="text"/> to <input type="text"/> / <input type="text"/>	Obtained Degree:	<input type="text"/>
		month      year      month      year		

**5. Work Experience**

- List your work experience from the most recent full-time work in English.
- DO NOT include part-time job, internship, volunteer activities as your workexperience.
- Period of Employment is calculated automatically.

Organization / Company	Department / Division	Position / Title	From To	Period of Employment	Type
(Ex) Ministry of XXX	XXX Division, *** Department	Deputy Director	Aug / 2015	5 year(s)	A
			Oct / 2020	3 month(s)	
			/	year(s)	
			Oct / 2020 (Present)	month(s)	
			/	year(s)	
			/	month(s)	
			/	year(s)	
			/	month(s)	
			/	year(s)	
			/	month(s)	
			/	year(s)	
			/	month(s)	
			/	year(s)	
			/	month(s)	
<b>Total Period of Working Experience:</b>			<b>0</b> year(s)	<b>0</b> month(s)	

\*For the type of organization above, choose the applicable alphabet below:

**A.** Ministry/Governmental agency (Central or Local), **B.** State Corp/State Co., **C.** Research Institution/Centre (State),  
**D.** Educational Institution (State), **E.** Research Institution/ Centre (Private), **F.** Educational Institution (Private),  
**G.** Private Corp./Co, **H.** International Org. / NGO/NPO, **I.** Self-Employment, **J.** Others,

\*If "J. Others", please specify:

Current Department (Automatically filled)					
Current Organization (Workplace) (Automatically filled)					
Address of the current workplace				<b>TEL of Workplace</b>	
Mother body of your organization					
Are you a member of the Armed Forces?		If "YES" or "Others", please specify it.→			
Referee name (*) * who wrote "(3) Annex" for you			Position		
Section / Department			Workplace		
TEL			Email		

Signature of Applicant

## 6. Responsibilities of your work

Please describe your (1) Current Work and (2) Previous Work, indicating nature of your work, main responsibility, your achievements and its significance, subordinates under your supervision, size of budget you handle, etc.

### (1) Current Work

### (2) Previous Work

Signature of Applicant

\_\_\_\_\_

\* Please sign all the pages on the lower right-hand corner

**Signature of Applicant**

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## 7. Research Plan (Use the prescribed form A)

- Write a brief research plan of your Master thesis WITHIN 3 (THREE) PAGES of the prescribed form A with NO MORE THAN 700 WORDS, and insert under this page.

### Important Notes:

- ✓ Make sure that your research plan has:
  - Introduction (background information, literature review, research purpose and questions etc.)
  - Main body (methodology)
  - Conclusion (expected results /significance of research /contribution to the development)
- ✓ Strongly recommended to write your Research Proposal having connections with the following points.
  - Sub-Program / Component (Check the AG)
  - University curriculums and research areas of faculty members (Check the AG, Univ website, etc.)
  - Your work, duties and future career plans

For more details, refer to “Guideline for Writing a Research Plan” and “Warning about Plagiarism” (page 10-11 of the Application Guidelines)

※Please check the university's website\* to see if the program/course's curriculum is beneficial for your research, and if there is any faculty member who could be an academic advisor for your research topic (check faculty members' specialties and publications). After that, tick ☒ the box below. \* The URL of universities' websites : <http://jds-scholarship.org/>

I have checked the information of my applying university (courses, academic advisors, etc.)  
to make sure that my research plan can be carried out there.

JDS websites



## 8. Reason for Applying the Graduate school/ course

Why do you choose the Graduate school / course written in Q1 to conduct your research and to utilize it after returning home? Also, what do you want to learn especially at this Graduate school / course?

Your answer must be typed in 200 words.

Signature of Applicant

\_\_\_\_\_

## 9 . Future Contribution

How do you apply the knowledge, skills and experiences that you gained through study in Japan and contribute to the solution of development issues. This section will be used as one of the most important references for selection. Your answer must be typed in 400-500 words.

Signature of Applicant

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## 10. Declaration

I, \_\_\_\_\_  
declare that I apply for JDS Project with full understanding "Application Guidelines", especially the articles stipulated below:

1. All the information that I provided in this Application Form by me are true and accurate to the best of my knowledge and ability. My Application may be nullified if any information mentioned above is found to be false.
2. If the Application Form is incomplete or with missing necessary documents, it is regarded ineligible.
3. All the selection process and the decision are entirely entrusted to the secretariat of JDS and any inquiries or objections by applicants regarding the result of the selection shall not be permitted.
4. If any act of dishonesty is found other than those above in the application and selection process, I shall not lodge any complaint about cancellation of the application resulting from such act.
5. The objective of the JDS is to provide \_\_\_\_\_ Kenya \_\_\_\_\_ citizens to study in Japan at the master's degree level in order to support national efforts to achieve social and economic development of their country. Thus, the JDS fellow is under the obligation to complete the course program within the prescribed period of study; and then return to the country, comply with the Act of Pledge required by \_\_\_\_\_ State Department for Public Service, Ministry of Public Service, Youth and Gender to as great extent as possible.
6. I agree that my personal information in the Application Form, provided to Japan International Cooperation Center (JICE), shall be used exclusively for the purpose of the operation of JDS Project.

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

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

Date: \_\_\_\_\_ / \_\_\_\_\_ / 2020

**Signature of Applicant** \_\_\_\_\_



Date of submission

Application No.

JDS Kenya 2020

## Check List of Application Documents

Component you apply			
University			
Target Organization (Workplace)			
Name of applicant			
Email			
Living area		TEL	

Check list (Please refer to "Application Guidelines for further details")

Doc No.	Application Documents	Original		Attested Original		Copy of Original		Notes
		Required	<input checked="" type="checkbox"/>	Required	<input checked="" type="checkbox"/>	Required	<input checked="" type="checkbox"/>	
1	Check list (This sheet)	1	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Print out this list, check your documents carefully, and submit with the following document set.
2	Application Form (AF)	1	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	1 Original and 2 copies with your signature in a lower right-hand corner of the each page
3	University Diploma / Certificate of Degree		<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	If the Original/attested set is not written in English, attach official English translation.
4	Academic record of University		<input checked="" type="checkbox"/>	3	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	3 attested originals <u>OR</u> 1 original and 2 copies are required.
		1	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	If the Original/attested set is not written in English, attach official English translation
5	Reference letter (Annex) <Designated form>	1	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Please request your referee to use English. (This letter must be submitted in a sealed envelope)
6	Employment certificate <Designated form>	1	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	This certificate must be authorized by Personnel (or Superior) department of your workplace
7	Personal Identification Document	Submit ONE of the following ID documents						
			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	← Passport (First and last page)
			<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	← National ID card (with official English translation)
			<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	← Birth certificate (with official English translation)
8	Questionnaire	1	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
9	[if any] IELTS Certificate	1	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Please attach IELTS Certificate, if you have a score which is valid until May 31st, 2021.

- Submit all the documents in A4 size. Please do not cut in small.
- Sort the documents in this order as numbered above.
- Attach a "Reason Letter" if there are flaws in the documents that you can not correct by yourself or if there are documents you can not submit.

FOR the Employer / Authorized Officer(Annex)

The Project for human Resource Development Scholarship by Japanese Grant Aid (JDS)

Kenya 2020

CONFIDENTIAL STATEMENT of REFERENCE for MASTER LEVEL

This reference statement must be completed by the applicant's employer / authorized officer at the applicant's work place.

This must be written or typed clearly in English and put in a sealed envelope (if not in English, an accurate translation must be attached by the referee).

Applicant's name	
Application component	

**To the referee;**

This is an integral part of an application form for the scholarship program provided by State Department for Public Service, Ministry of Public Service, Youth and Gender under the Grant Aid Program by the Government of Japan. This particular program offers opportunities for academic research at Japanese higher educational institutions. Also, this is to enhance the leadership skills of young people in your country so that they can contribute more effectively to their home country after completion of their respective studies. Your candid responses to the items below would greatly assist the selection. Please return the form **in the sealed envelope** to the applicant.

**Q1** How long have you known the applicant and in what context?

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**Q2** What do you evaluate the applicant's personality?

Strength	
Weakness	

**Q3** What do you describe the applicant's competence and weakness in his/her work.

Competence	
Weakness	

**Q4** If this applicant obtained Master's degree, what contribution do you want to expect from him/her to your organization from the viewpoint of human resource development of your organization and of development missions that your organization is working on?

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## FOR the Employer / Authorized Officer(Annex)

**Q5** Please evaluate the applicant from the following point of view in comparison with other staff: Please tick one each.

	Excellent	Good	Average	Below average
Academic Ability				
Knowledge of Specialty Field				
Motivation & Diligence				
Potential for Future Contribution in Specialty Field				
Leadership				
Emotional Maturity				
Communication Skill				
Skill in Maintaining Personal Relationship with others				
Adaptability to New Environment				

**Q6** Please evaluate a relevance between the applicant's research plan and his/her work (Please tick ☒ one of the check box below).

<input type="checkbox"/> Strongly relevant	<input type="checkbox"/> Somewhat relevant	<input type="checkbox"/> Not relevant
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Comments or notes about the applicant's research plan.

**Q7** Other recommendations or notes, if any.

### The referee's information

Full name			
Relationship to the applicant			
Name of organization / Division / Department			
Position			
TEL		Email	

Signature

Date

//2020

JDS Kenya 2020

To: JDS Operating Committee  
The Project for Human Resource Development  
Scholarship by Japanese Grant Aid (JDS)

Date (D/M/Y) \_\_\_\_\_

## *Employment Certificate*

*We certify that the person mentioned below has been employed by our organization*

Applicant's name \_\_\_\_\_ Date of birth \_\_\_\_\_

as a (Position) \_\_\_\_\_

In the category of

Please tick ☒ one box below

<input type="checkbox"/>	Permanent staff
<input type="checkbox"/>	Contract staff

at (Division / Department) \_\_\_\_\_

since (Starting date of the employment) \_\_\_\_\_

### *Authorized by*

Name \_\_\_\_\_

Position \_\_\_\_\_

Division /  
Department \_\_\_\_\_

Organization \_\_\_\_\_

TEL \_\_\_\_\_

Address \_\_\_\_\_

Signature &  
Stamp \_\_\_\_\_