

COOPERACIÓN TÉCNICA DEL GOBIERNO DE JAPÓN

BECAS DE CAPACITACIÓN - JICA

(Interviene APCI)

PASOS A SEGUIR PARA POSTULAR A CURSO JICA

- I. Llenar la Ficha de Inscripción y enviarla a JICA antes del "Plazo Límite APCI" al e-mail:
pe_oso_rep@jica.go.jp ó vía fax: (511) 221-2407.
- II. Entregar su Expediente de Beca a APCI antes de la fecha Límite conteniendo lo siguiente:

	Documento	Comentario
1)	Nuevo Formato de Aplicación	Original con foto original.(sólo un juego)
2)	Country Report, Job Report y/o Cuestionario	Según lo requiera el curso (original).
3)	Certificado ALIGU, TOEFL (o equivalente)	(Original, sólo si el curso se desarrolla en inglés)
4)	Ficha de Inscripción	(Firmado por el Candidato) (Solicitar modelo)
5)	Carta de Presentación	(De la Institución a APCI) (Solicitar modelo)
6)	Carta de No Objeción de Viaje	(De la Institución a JICA) (Solicitar modelo)
7)	Carta de Compromiso de Retorno	(De Candidato a JICA) (Solicitar modelo)
8)	Declaración Jurada de No Antecedentes	(De Candidato) (Solicitar modelo)
9)	DNI	(Copia simple)
10)	Pasaporte Vigente	(Copia simple)
11)	Breve Curriculum Vitae	(no documentado de no más de 2 páginas).
12)	Copia simple de Grado Universitario o Equivalente	(Copia simple).
13)	Certificado de Salud emitido en el formato del Colegio Médico	(Original).
14)	Certificado de Antecedentes Policiales simple	(Original) Necesario y obligatorio, aparte de la 'Declaración Jurada de No Antecedentes' (Documento No 8)

Nota: APCI es la única institución encargada de hacer llegar su expediente a JICA- Perú para su postulación a la Beca. (**NO** se recibe expedientes en JICA).

La dirección de APCI es Av. Pardo 261 Miraflores. Horario de Atención : De 8:30am a 5pm.
Para cualquier consulta duda ó información adicional, favor comunicarse con JICA PERU
Telf: 221-2433 / 221-2434/ 221-2435 ó al mail pe_oso_rep@jica.go.jp

Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs 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 - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

>Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

>>Application for Country Focused Training Program including Counterpart Training Program and Training related to ODA Loan

Part B including Medical History and Examination will be submitted. Part A needs not to be submitted

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying.

The applicants for Group and Region Focused Training Program are required to fill in **every item**. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use ☒ or “x” to fill in the () check boxes,
- (f) attach a picture of the Nominee,
- (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 your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

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

1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

4. Copyright policy

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.

2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

(1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.

(2) Secure evidential material that proves the grants of the license and specifies the scope of the license.

(3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

(1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.

(2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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2. Number: (Please write down as shown in the General Information)

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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position		Official Stamp	
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

Confirmation by the organization in charge (if necessary)

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.

Date:		Signature:	
Name:			
Designation / Position		Official Stamp	
Department / Division			

Part A: Information on the Applying Organization

(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 the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.

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 training and dialogue program, 4) Plan of organization and 5) Others.

Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every Item". As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

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

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2. Number: (Please write down as shown in the General Information) (required)

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Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

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First Name

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Middle Name

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2) Nationality (as shown in the passport)			5) Date of Birth (please write out the month in English as in "April")			
3) Sex	() Male	() Female	Date	Month	Year	Age
4) Religion						

6) Passport/Visa

Passport possession	() Yes	() No	Expiry date of passport	Date	Month	Year
USA visa possession	() Yes	() No				

<ATTENTION>

(1)If you apply from ①Mexico, ②Guatemala, ③Haiti, ④Rep. of Dominica, ⑤St. Christopher and Nevis, ⑥Antigua and Barbuda, ⑦Dominica, ⑧St. Lucia, ⑨Barbados, ⑩St. Vincent and the Grenadines, ⑪Grenada, ⑫Guyana, ⑬Suriname, ⑭Venezuela, ⑮Colombia, ⑯Ecuador, ⑰Peru, ⑱Bolivia, ⑲Chile, ⑳Argentina(only for Japanese descendant), or (21)Brazil, and you have a passport with a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (these are the two pages that include your photograph and your detailed passport information) and the page of U.S. visa.

(2)If you apply from ①Belize, ②El Salvador, ③Honduras, ④Nicaragua, ⑤Costa Rica, ⑥Panama, ⑦Jamaica, ⑧Trinidad and Tobago, ⑨Paraguay, ⑩Uruguay, ⑪Palau, ⑫Marshall, or ⑬Micronesia, and you have a passport, please attach herewith a copy of Identification Pages on the inside cover of your passport (these are the two pages that include your photograph and your detailed passport information).

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

<input type="checkbox"/> National Governmental	<input type="checkbox"/> Local Governmental	<input type="checkbox"/> Public Enterprise
<input type="checkbox"/> Private (profit)	<input type="checkbox"/> NGO/Private (Non-profit)	<input type="checkbox"/> University
<input type="checkbox"/> Other ()		

9) Outline of duties: Describe your current duties

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10) Contact Information

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

11) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Yea r	To Month/Yea r		

2) Educational Record (Higher Education)(required)

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Yea r	To Month/Yea r		

3) Training or Study in Foreign Countries; *please write your past visits to Japan specifically as much as possible, if any.*

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Yea r	To Month/Yea r	

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)					
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

¹ 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.

¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

6. Expectation on the applied training and dialogue program

1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)

***7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) 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,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

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 technical training to technical training participants from developing countries.
 2. To provide technical training to technical training trainees 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.
- (i) to observe Japanese laws and ordinances during my stay, if I violate Japanese laws and ordinances, I will return the total amount or a part of the expenditure required for the training depending on the extent of the violation.
- (j) 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.

Date:	Signature:
	Print Name:

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>
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(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 ()
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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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3. Other Medical Problems

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

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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.

Date:	Signature:
	Print Name:

FICHA DE INSCRIPCION PARA POSTULAR A UN CURSO DE JICA

1. DATOS PERSONALES

Apellidos y Nombres completos :
Documento de Identidad :
E – mail :
Fecha de Nacimiento :
Dirección :
Teléfonos : Casa: Celular:
Pasaporte : () Sí. Fecha de vencimiento (Mes/Año): / () No.
Visa Estados Unidos : () Sí. Fecha de vencimiento (Mes/Año): / () No.
Universidad :
Año de Egreso :
Profesión :

2. CENTRO DE TRABAJO

Institución :
Dirección :
Teléfonos :
Tipo de Institución : () Pública () Privada () Internacional () Otros
Cargo u Ocupación actual :
Fecha de Ingreso (Mes / Año) :

3. SOBRE LA BECA DE JICA

Curso / Seminario / Taller :
Periodo (Día / Mes / Año) : Del / / al / /

4. OTRAS BECAS OBTENIDAS A TRAVES DE JICA

Curso/ Seminario / Taller :
Periodo (Día / Mes / Año) : Del / / al / /

5. CONOCIMIENTO DE INGLES : () Básico () Intermedio () Avanzado

Centro de Idiomas :
Último año de estudio :

6. OBSERVACIONES/ SUGERENCIAS:

Fecha :
Firma :

Importante: Si ha decidido postular, favor de enviar esta "Ficha de Inscripción" al Fax 221-2407

(HOJA MEMBRETADA)

Lima, de de

Señorita
Rosa Herrera Costa
Directora Ejecutiva
Agencia Peruana de Cooperación Internacional
APCI
Ciudad.-

Distinguida Srta. Herrera:

Tengo el agrado de dirigirme a usted para saludarla y a la vez presentarle al señor , quien postulará a una beca otorgada y organizada por su representada, para el "Curso", a realizarse en Japón del de al de del 20.....

Con respecto al señor(a), se desempeña como del Área de de nuestra Institución. Dentro de sus actividades están consideradas según lo estipula los requisitos de la Convocatoria de la referida beca.

En tal sentido, consideramos que la participación del mencionado profesional en el Curso, es importante porque permitirá generar capacidades y contribuir con el desarrollo en nuestra Institución y del país.

Sin otro particular, quedamos de usted,

Atentamente,

(FIRMADO POR EL PRESIDENTE DEL DIRECTORIO,
GERENTE GENERAL O AUTORIDAD FACULTADA A
AUTORIZAR LA PARTICIPACIÓN EN EL PROCESO
DE POSTULACION)

(HOJA MEMBRETADA)

Lima, de de

Señor
NORIJI SAKAKURA
Representante Residente
Agencia de Cooperación Internacional del Japón
JICA
Ciudad.-

Distinguido señor:

Tengo el agrado de dirigirme a usted para saludarlo y a la vez dejar constancia que el (la) señor(a), trabajador(a) de nuestra institución, quien postula a una beca otorgada y organizada por su institución, para el "Curso", a realizarse en Japón del de al de de 20....; **no estará sujeto a ninguna objeción institucional para asistir al mencionado curso en caso de ser seleccionado.**

Sin otro particular, quedamos de usted,

Atentamente,

(FIRMADO POR LA OFICINA DE RECURSOS
HUMANOS O LA OFICINA GENERAL DE
ADMINISTRACION DE SU INSTITUCION)

Lima, de de 20

COMPROMISO DE RETORNO

Yo,, por intermedio de la presente declaro bajo juramento
que al finalizar mi capacitación respecto al Curso:

"Curso:"

A efectuarse en Japón del de al de del 20..... retornaré a mi país
para continuar laborando en mi institución,(*Nombre de la Institución*).

Atentamente,

(NOMBRE DEL CANDIDATO Y SU FIRMA)

D.N.I. N°

DECLARACION JURADA

Yo, APELLIDOS, Nombre identificado(a) con D.N.I. N°, domiciliado(a) en

DECLARO BAJO JURAMENTO:

No tener antecedentes Policiales ni Penales, que me impida la salida del país, en caso de ser seleccionado(a) a la Beca materia de la presente.

Ciudad, de de 20....

Firma : _____
 : APELLIDOS, Nombre

D.N.I. N°: _____

Formulo la presente declaración en virtud del Principio de Presunción de Veracidad previsto en los artículos IV numeral 1.7 y 42º de la Ley del Procedimiento Administrativo General, aprobada por la Ley N° 27444, sujetándome las acciones legales y/o penales que correspondan de acuerdo a la legislación nacional vigente.