

Prescribed Form 1 Application Form for Master Level

*Reg. No _____

The Project for Human Resource Development Scholarship (JDS) in Ghana 2023**APPLICATION FORM for MASTER LEVEL****(This application form should be filled completely and written clearly in English, either in print or typewritten.)****1. Study Course**

Please refer to the Application Guidelines for the details in filling this form. Kindly note that there are identified Target Organizations per Component. Select the Component and accepting university of your choice based on the organization where you belong, by ticking the corresponding box. If you mark more than one place, your application will be considered invalid.

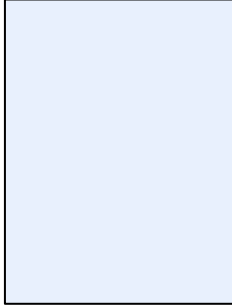
Component	Accepting Universities Course	Tick one
1-1 Support for strengthening capacities for administering economic policies and public financial management <i>(Target Organization: MOF, BOG, Other departments / agencies in Component 1-1)</i>	Graduate School of International Cooperation Studies (GSICS), Kobe University	<input type="checkbox"/>
1-2 Support for strengthening capacities for administering economic policies and financial management for Finance Administrator <i>(Target Organization: All target organizations in Component 1-1 (Economic Sector), Component 2-1 (Health Sector), Component 3-1 (Agriculture Sector), and Component 4-1 (Energy Sector), NDPC, GSS, MFARI, MOTI, GIPC, MLGDRD, OHCS, LGS, MRH, GIS, MESTI, MOCD, Other departments / agencies under ministries in Component 1-2 and Component 1-3)</i>	Graduate School of International Development (GSID), Nagoya University	<input type="checkbox"/>
1-3 Support for strengthening capacities for public administration <i>(Target Organization: All target organizations in Component 1-1 (Economic Sector), Component 2-1 (Health Sector), Component 3-1 (Agriculture Sector), and Component 4-1 (Energy Sector), NDPC, GSS, MFARI, MOTI, GIPC, MLGDRD, OHCS, LGS, MRH, GIS, MESTI, MOCD, Other departments / agencies under ministries in Component 1-2 and Component 1-3)</i>	Graduate School of International Relations (GSIR), Ritsumeikan University	<input type="checkbox"/>
2-1 Improvement of basic living environment (Support for strengthening capacities for implementing health policies) <i>(Target Organization: MOH, GHS, Other departments / agencies of Health)</i>	School of Tropical medicine and Global Health (TMGH), Nagasaki University	<input type="checkbox"/>
3-1 Rice production and agriculture development support <i>(Target Organization: MOFA, GIDA, Other departments / agencies of Agriculture)</i>	Graduate School of Bioresource and Bioenvironmental Sciences, Kyushu University	<input type="checkbox"/>
4-1 Energy development support <i>(Target Organization: Ministry of Energy, GNPC, GNGC, VRA, GRIDCo, ECG, NEDCo, NPA, EC, PC, BOST, MLNR, Other departments / agencies of Energy)</i>	Graduate School of Humanities and Social Sciences, International Economic Development Program, Hiroshima University	<input type="checkbox"/>

Name of the Organization: (_____)

Signature of Applicant: _____

2. Personal Information

Attach your recent
photograph here
(Should be taken
within three months)
(4cmx3cm)



(1) Full Name (as written in passport or ID, if applicable)

Family Name: _____

Given Name: _____

(2) Date of Birth: (day) / (month) (year) _____

(3) Age: __ (as of 1st April 2023)

(4) Sex: M / F

(5) Marital Status: Single / Married

(6) Current Home Address:

(7) Current Postal Address (if any): _____

(8) Mobile Phone: _____

(9) Workplace Phone Number: _____

(10) E-mail Address: _____

(11) Contact Person (Family or Relative)

Name: _____

Phone Number: _____

Signature of Applicant: _____

3. Educational Background

(1) Educational Background (as of application)

Level	Name of School Department	Location	Period of schooling you have attended	From /To (Month/Year)	Degree
(Ex.)	XXX University Faculty of XXX	Accra	4 years	09/1999 - 08/2003	Bachelor of XXX
Primary Education			_ years	09/ - 08 /	
Lower Secondary Education			_ years	09 / - 08 /	
Upper Secondary Education			_ years	09 / - 08 /	
Higher Education (Diploma)			_ years	09 / - 08 /	
Higher Education (University level)			_ years	09 / - 08 /	
Other Higher Education (except training)			_ years	09 / - 08 /	
Total School Year:			_____year(s)		

* **Do not count short course/training course. For the incomplete degree study, please mark as 'incomplete'.**

** **Over 16 years of schooling required.**

(2) Have you ever been awarded any scholarship studying abroad?

Yes Name of Scholarship: _____
Country You Studied: _____
Duration (month/year) ___/___ - (month/year) ___/___
Obtained Degree: _____

No

(3) Are you currently applying for another scholarship?

Yes Name of Scholarship: _____
 No

Signature of Applicant: _____

(4) Have you ever applied for JDS Program before?

Yes (List all, you applied if more than one.)

Name of university : _____ Year: _____

Name of university : _____ Year: _____

Name of university : _____ Year: _____

No

Signature of Applicant: _____

4. Work Experience

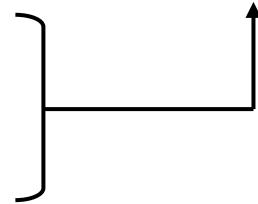
(1) Work Experience (as of the date you apply)

Fill out from the most recent full-time job/work. Attach another sheet if necessary. Do NOT include part-time job or national service.

Organization / Company	Department/ Division	Position Title	Period of Employment	From /To (Month/Year)	**Type
(Ex.) Ministry of XXX	XXX Division, ***Department	Deputy Director	4 years 3 months	08 / 2007 - 10 / 2011	(A)
			_ years - months	/ - 11/ 2022	()
			_ years - months	/ - /	()
			_ years - months	/ - /	()
			_ years - months	/ - /	()

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

- A. Ministry/Governmental agency (Central or provincial)
- B. NGOs
- C. Research Institution/center
- D. Educational institution
- E. Private enterprises
- F. Others (Please specify)_____



Total Work Year: ___year(s) _month(s) (Side Job, part-time Job are not included)

- * - at least 3 years of work experience as a full-time public servant.
- at least 4 years of work experience as a full-time staff before departure for Japan for civil servants, LGS, and Department of Agric.
- at least 4 years of work experience as a full-time staff before the deadline for submission of application for Bank of Ghana and GRA.
- at least 4 years of work experience as a full-time staff after receiving Bachelor's degree before departure for Japan for Ghana Health Service.

(2) Your Current Occupation (Including Position Title):

* Do not abbreviate the name of the organization or department

(3) Name of Current Workplace (Organization, Department/Division)

Organization: _____

Department/Division: _____

(4) Address of Workplace: _____

Signature of Applicant: _____

5. What are (were) your responsibilities at work?

Your answer must be typed in 150 words or less. Use separate sheet of A4 sized paper and attach this page to it as a cover. [Maximum 1 (one) page]

* Do not forget your signature on each page of the attachments.

(1) Current Work

(2) Previous Work

Signature of Applicant: _____

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

6. Considering the applying Sub-Program/ Component, how will you utilize your knowledge, skills and experiences that you obtain in Japan on your return home for the contribution to the development of Ghana?

Your answer must be typed in 400-500 words [**Maximum 2 (two) pages**] Use separate sheet of A4 sized paper and attach this page to it as a cover.

* Do not forget your signature on each page of the attachments.

Signature of Applicant: _____

7. Research Plan

On separate sheets of A4 sized paper, write a brief proposal of your Master's thesis. Please make sure to include all the points below:

- Research Purpose/objective (describe what you aim at in your research: e.g. what you want to identify or prove in the research)
- Problem Statement (state the critical/problematic situation you are concerned about from global and national perspectives, referring to relevant statistics or general information)
- Research Question/s (describe the questions, as well as sub-questions in order to achieve the research purpose)
- Rationale of Your Research (describe why your research deserves being conducted by showing how critical the present situation is, what kind of positive socio-economic impacts can be given by your research, how you can contribute to the solution of the critical situation with the results of your research, etc.)
- Possible Methodology to Address the Question/s (describe what kinds of methods you will apply for your research: either qualitative or quantitative research methods – qualitative methods: who will be possible respondents, how to collect primary data, how to analyse the data collected, etc. – quantitative methods: what data set will be used, how to analyse it, etc.)
- How to Ensure Liability/Accuracy and Limit (if you can state)

The research plan must be typed and should be no more than 700 words [**Maximum 3 (three) pages.**]

(You may add a very short, less than 300 words, alternative research proposal if you are not quite sure what kind of research you may undertake for your Master's thesis). Attach this page to them as a cover.

* Do not forget your signature on each page of the attachments.

Title of your Research Plan:

Signature of Applicant: _____

8. Declaration

I, (print your full name) _____, declare that I apply for JDS Program with full understanding of "Application Guidelines for JDS Program in Ghana", especially the articles stipulated below:

1. All the information answered and provided in this Application Form by me is true and accurate to the best of my knowledge and ability. My Application will be cancelled if any information mentioned above recognized to be false.
2. Application Form which is incomplete or missing the necessary documents is regarded ineligible.
3. All the selection procedure and its result are entirely entrusted to the secretariat of JDS and any inquiry and objection by applicants regarding the result of selection are not accepted.
4. If any act of dishonesty is found other than those above in the application and selection, I am to lodge no complaint about cancellation of the application.
5. The objective of the JDS is to provide Ghana citizens to study in Japan at master's level in order to support national efforts to achieve social and economic development in Ghana. 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 Ghana.
6. I agree that my personal information in the Application Form, provided to Japan Development Service Co., Ltd., will be used only for the purpose of the operation of JDS Program.
7. I agree that I do not apply for other scholarship program during the application and selection process and during the course of study under JDS Master fellowship program.
8. Once I am qualified as a JDS Fellow, I will not withdraw or abandon my status as a JDS Fellow. If, by any unavoidable reason, I should withdraw or abandon my status mentioned above, I will do so by the end of April 2023, thereby enabling the next qualified candidate to take over my position.

Signature: _____

Date: (day) __/(month) __/(year) ____

Prescribed Form 2 Confidential Statement of Reference for Master Level

FOR the Employer/ Authorized Officer

**The Project for Human Resource Development Scholarship (JDS) in Ghana 2023
CONFIDENTIAL STATEMENT of REFERENCE for MASTER LEVEL**

This reference statement is to be completed by the Director/Human Resource from the applicant’s work place. This should 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).

The Name of the Applicant: _____

To the referee: This is an integral part of an application form for the scholarship program provided by Ghana 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 government officials in Ghana 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.

- 1. How long have you known the applicant and in what context?

- 2. How do you estimate the applicant’s personality?
(Strength)

(Weakness)

- 3. How do you describe the applicant’s competence and weakness in his/her work?
(Competence)

(Weakness)

- 4. How do you appraise the applicant’s ability that he/she will fill upon his/her return to Ghana, and the duties he/ she will undertake?

5. Please evaluate the applicant regarding the following items in comparison with other staff: Please tick one each.

	Excellent	Good	Average	Below Average
Academic Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of Specialty Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation & Diligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential for Future Contribution in Specialty Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skill in Maintaining Personal Relationship with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability to New Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Other recommendation remarks:

7. Relevance of the applicant's research plan and his/her current work; (please tick one from below)

Strongly relevant / somewhat relevant / not relevant

Comments:

Full Name of the Referee: _____

Relationship to the Applicant: _____

Name of Organization/ Department/ Division: _____

Title: _____

Phone No.: _____

Signature: _____

Date: (day)____/(month) ____/(year) ____

Prescribed Form 3 Proof of English Language Skill of JDS Scholarship Applicants
(For Kobe U., Ritsumeikan U., and Hiroshima U.)

Proof of English Language Skill of
JDS Scholarship Applicants

We hereby certify that _____ completed his/her course of study at his/her University in the English Language and has duly performed his/her duties in this Ministry/ Organization in English.

(Official seal of head department)

Date _____ :

Signature _____ :

Name _____ :

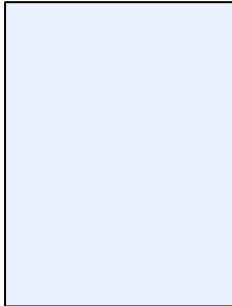
Title _____ :

Ministry/ Organization _____ :

Prescribed Form 4 Registration Form

The Project for Human Resource Development Scholarship in Ghana 2023

Registration Form



Paste recent photo
(4cmx3cm)

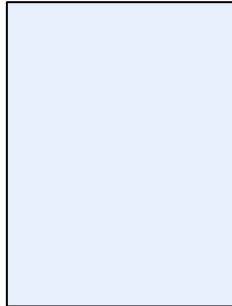
Sector: (click here)

University: (click here)

Name: _____

Signature: _____

Registration Form



Paste recent photo
(4cmx3cm)

Sector: (click here)

University: (click here)

Name: _____

Signature: _____

Prescribed Form 5 Checklist for Application Documents to be submitted

Name: _____ Date of Submission: _____

■ Checklist for Application Documents to be submitted

No	Documents	Remarks	Check
1	Application Form for Master Level (Item 1-6 and 8) with a photo (4cmx3cm)	(Prescribed Form 1) <ul style="list-style-type: none"> You are required to write your signature in the lower right-hand corner of <u>EACH PAGE</u> including any additional sheets of paper. <u>If necessary, you may add separate sheets of A4 sized paper for items 5 & 6 of the Application Form.</u> 	<input type="checkbox"/>
	Research Plan (Item 7)	<ul style="list-style-type: none"> On separate sheets of A4 sized paper <u>write a brief proposal outlining your research plan (no more than 700 words and maximum 3 (three) pages).</u> You are required to write your signature at the lower right-hand corner of each page of the Research Plan. 	<input type="checkbox"/>
2	Confidential Statement of Reference for Master Level	(Prescribed Form 2) <ul style="list-style-type: none"> To be completed by the Director, Human Resource. Must be enclosed within a sealed envelope. 	<input type="checkbox"/>
3	Bachelor / Certificate of Degree	A certified copy which is duly certified by your university or the Commissioner of Oaths.	<input type="checkbox"/>
4	Official Transcript (University-level)	A certified copy which is duly certified by your university or the Commissioner of Oaths or the original of the official transcript from your university.	<input type="checkbox"/>
5	Identification Document (ID)	Colour Photocopy of valid Passport or National ID issued by the National Identification Authority for Ghanaians if you don't have a passport.	<input type="checkbox"/>
6	Proof of English Language Skill of JDS Scholarship Applicants, or Certificate of English Proficiency at University (For Kobe U., Ritsumeikan U., and Hiroshima U.)	(Prescribed Form 3) <ul style="list-style-type: none"> To be completed by officials from your organization which you work for. ie.to be filled by a superior from your organization and stamped with the official seal. <u>You do not need to submit Prescribed Form 3</u> if you hold a Bachelor's degree from a university in the US, Canada, UK, or Australia; or (2) if you submit a Colour-Photocopy of your English language test score (TOEFL, TOEIC, or IELTS) undertaken within the past two years. 	<input type="checkbox"/>
7	Appointment Letter	<ul style="list-style-type: none"> A photocopy 	<input type="checkbox"/>
8	Registration Form with two photos (4cmx3cm)	(Prescribed Form 4)	<input type="checkbox"/>
9	Checklist for Application Documents to be submitted	(Prescribed Form 5)	<input type="checkbox"/>